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New Jersey



FIRST ANNUAL REPORT

OF THE



CIVIL SERVICE COMMISSION

OF THE

STATE OF NEW JERSEY

TO WHICH ARE APPENDED

THE RULES OF THE COMMISSION

AND

THE CIVIL SERVICE LAW.

COMMISSIONERS

WILLIS FLETCHER JOHNSON, President.	New Brunswick
JAMES KERNEY,	Trenton
CHARLES H. BATEMAN,	Barnegat
COL. JAMES K. MULLIKIN,	Hewitt

FRANK B. JESS, Chief Examiner
GARRETT HOLBY, Secretary

TRUSTEE, N. J.
BARNES & QUINCY, PRINTERS.

1902



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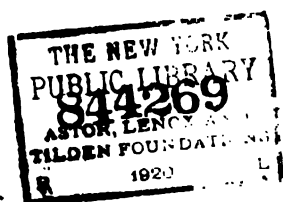
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WILLIS FLETCHER JOHNSON, President,	New Providence
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CHARLES H. BATEMAN,	Somerville
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TRENTON, N. J.
MACCRELLISH & QUIGLEY, PRINTERS.
1908.



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REPORT.

To the Governor:

The Civil Service Commission of the State of New Jersey herewith submits its First Annual Report:

The act creating this Commission, being Chapter 156 of the Session Laws of 1908, was approved on April 10th, 1908, and the Commission was appointed on May 8th following. The Commissioners met at the State House, at the call of the Governor, on May 19th, took the prescribed oath of office and organized by the election of one of their number, Willis Fletcher Johnson, as President. Gardner Colby was elected Secretary and Frank B. Jess was elected Chief Examiner. A careful study was made of the law and of the various departments of the State service, to which it was to be applied, and also of the civil service systems of other States in which similar laws were already in operation. The Commissioners, with their Secretary and Chief Examiner, paying, for that purpose, visits to the offices of the commission in New York City and Albany.

The law, by its own terms, was not to go into full effect in the State for six months, or until October 11th, but the Commission held, and in so holding was sustained by an opinion of the Attorney-General, that Section 2, relating to tenure of office, became effective immediately upon the approval of the act, and was in full force throughout the six months preceding application of the remainder of the law. Rules for carrying into effect the provisions of the act were adopted on June 23d, and have since been amplified and amended. The requirement of competitive examinations before appointment did not become effective until October 11th in the State service, but the Commission decided voluntarily to anticipate it, and accordingly, on July 7th, ordered a competitive examination of candidates for employment in its office as clerk, as a result of which an excellently-equipped

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clerk was appointed on September 1st, and on October 12th was made Assistant Secretary to the Commission.

The work of classifying the State service was conducted under the chairmanship of Commissioner Kerney, on the basis of current pay-rolls provided by the heads of departments, the preparation of permanent rosters being deferred until as close as possible to the date of October 11th. With only two or three exceptions, the heads of departments showed a grateful readiness to furnish the pay-rolls and rosters and to facilitate the work of the Commission, and the few exceptions soon showed themselves compliant with the law upon reminder of the consequences of refusal. A hearing was given to the head of the State Normal School on August 18th concerning the classification of employes in that institution. A tentative classification of the State service was completed and adopted on September 15th. A few minor changes in classification were subsequently made, and a few belated rosters were secured from various departments, and on October 11th, as prescribed by the law, the permanent classified roster was completed and the provisions of the law went into full effect. Since that date requests for changes of classification have been made by the Chancellor, the Auditor of Accounts, the State Geologist, the Quartermaster-General, the Adjutant-General and the Physician of the State Prison, and hearings were given to most of these applicants. Other requests for changes of classification are now pending. These are due largely to the equivocal or indefinite status of many State and municipal officials, and the difficulty of explicit prescription concerning their classification. The Commission has exercised its best judgment in all cases of doubt, and has received much valuable assistance from the office of the Attorney-General.

The law provides for its own application to municipalities forty-five days after its adoption by their governing bodies, or by the people at a regular election. In consistence with its rule already mentioned concerning the State service, the Commission held that the tenure of office provisions of Section 2 became effective immediately upon adoption of the act by a municipality and remained in force during the forty-five days. The first municipality to come under the law was Essex county, the Board

of Chosen Freeholders of which reported to the Commission on June 2d that it had adopted the act on May 13th. Commissioner Mullikin was at once appointed chairman of the Committee on Essex county, and subsequently also on the city of Newark. The rooms of the Freeholders in the County Court House were assigned to the Commission for its use, and the work of classification of the county service was undertaken on lines similar to those of the State service, current pay-rolls being used for the preliminary classification and final rosters being prepared for the date on which the law would go into full effect. Valuable assistance was received from the office of the county auditor and elsewhere, and the classification was completed with little difficulty on June 23d, and the law went into full effect on June 28th.

The first serious controversy under the law arose in Essex county on June 30th, when an affidavit was presented to the Commission by Ernest Joundt, setting forth that at noon on June 27th he had been summarily dismissed without cause from the place of assistant engineer at the Essex County Hospital for the Insane, apparently in violation of the law. The Commission at once requested an explanation from the Board of Chosen Freeholders, and a prolonged correspondence ensued, the result of which being unsatisfactory to the Commission. A public investigation of the case, under Section 8 of the law, was ordered and was held at the Essex County Court House on September 23d. Commissioner Johnson presided and Commissioner Mullikin directed the investigation for the Commission. The legal counsel were Frank B. Jess for the Commission, Elvin W. Crane, County Counsel, for the Board of Freeholders, and Max A. Ern for the petitioner, Ernest Joundt. It was frankly admitted by the Freeholders that Joundt had been discharged solely to make room for another man, a brother of one of the Freeholders, as the following citation from the sworn testimony of John Scanlon, chairman of the Freeholders' Committee on County Hospitals, clearly shows :

"Did you receive any complaints concerning the services of Mr. Joundt?" "None whatever."

"Had you any complaints to make yourself of your own knowledge?" "No, sir."

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"Were any written charges filed with you?" "No, sir."

"What was the purpose of the discharge?" "Our understanding was that the forty-five days after the adopting of the Civil Service Act would expire on that date, and we wanted a certain man, Mr. Quinn, in the position, and if we let it go until Monday it would be too late."

"Who is William J. Quinn?" "He is a brother of Freeholder Quinn."

Here was obviously a flagrant violation of the spirit of the Civil Service Law. There was also apparently a violation of its letter, since, while there was possibly some technical question as to the precise hour and moment at which the law became fully effective, there was no question that the protective provision of Section 2 was in force on June 27th, and had been ever since May 13th. The only defense made by the Freeholders was that Joundt had been nothing but a temporary employe and had never been permanently engaged, and that therefore he was subject to removal at any time. It appeared, however, from their own testimony that he had been steadily employed from September, 1907, to June 27th, 1908, a period of nine months or more, and it further appeared that he had not been warned that his engagement was temporary, but on the contrary authoritative agents of the Freeholders had advised him that it would be permanent. The Commission therefore concluded, as a result of the hearing and upon the advice of its counsel, that Joundt had, in fact, been a permanent employe of the Freeholders, and that his dismissal was contrary to the law. Upon that finding by the Commission Joundt prepared to apply to the courts for reinstatement, no power to order reinstatement being vested in this Commission. His action was, however, anticipated by the Board of Chosen Freeholders, which restored him to his place and made arrangements for payment of the salary due to him for the time during which he had been wrongfully suspended from duty.

Complaint was made to the Commission on October 13th by Frank L. Taylor that he had been discharged without cause from his place as mattress-maker in the Essex County Hospital for the

Insane. The case was referred to Commissioner Mullikin for investigation, with the result that on October 27th Taylor's reinstatement was reported to the Commission.

Several requests for changes of classification have been made in Essex county, some being for transfer from the competitive to the exempt class, or to the unclassified service, and others—in some cases concerning the same offices—for transfer from the unclassified service, or from the exempt class to the competitive class. Several disputes of this character are now pending and have been carried to the courts for determination. In reference to these the Commission would repeat what it has already said concerning the State service, that it has made its classification according to its best light and judgment, and with the aid of such legal advice as it could properly command.

The city of Newark adopted the law on August 19th. Rooms were provided for the Commission in the City Hall, valuable aid was rendered by the Mayor, the City Clerk, the City Auditor and other officers, and the classification was conducted by Commissioner Mullikin in the manner already indicated. In the course of it a general public hearing was given to all heads of departments. It was found that local Civil Service Commissions had been examining candidates for the police and fire departments of the city, and had in existence eligible lists. Careful scrutiny convinced the Commission that those examinations and the standards of efficiency required by the local boards warranted the Commission in accepting the existing eligible lists as its own, candidates being, however, subject to physical re-examination before appointment. The law went into full effect in the city of Newark on October 3d.

In the course of the application of the law to the city of Newark it was disclosed that the Board of Education of that city was a department of neither the city nor the State government, but was substantially a separate and independent corporation or municipality, and that the Civil Service Law would not apply to it until it had been specially adopted by it. The same appears to be true of boards of education in other large cities.

Boards of Examiners for non-competitive examinations have been established according to law by the Chief Examiner of the

Commission in such institutions as require them in the State and municipalities adopting the law. Registrars of Labor have similarly been appointed by the Commission.

Several competitive examinations for the Essex county service have been held, the results of which will be set forth in detail in the report of the Chief Examiner. Further examinations for municipal and State services are now pending.

The Board of Aldermen of Jersey City adopted the act on October 20th. The City Clerk refused to transmit the ordinance to the Mayor, but was compelled to do so by writ of mandamus on December 7th, and the ordinance was signed immediately by Mayor Wittpenn, and will become operative on January 22d, 1909. A preliminary classification has already been made by Commissioner Bateman from current pay-rolls of all departments. Commissioner Bateman has been appointed chairman of Committee on Hudson county, and has supervision of all preliminary work in that county and its municipalities as the law is adopted.

The city of Bayonne adopted the law on October 21st by ordinance, and it will become fully operative there on December 16th. Tentative classification of the city service has already been made by Commissioner Bateman. The Common Council of the city of Orange has twice adopted the law, but both times the ordinance has been vetoed by the Mayor. A similar adoption and veto have also been reported from the city of New Brunswick. In these and other municipalities public sentiment is evidently strongly in favor of adoption of the Civil Service system, but either personal prejudice or partisan interest seems temporarily able to defeat it.

The Commission at its meeting of June 30th adopted the following minute:

"The Civil Service Commission of the State of New Jersey, mindful of the distinguished and efficient services of Grover Cleveland to the cause of the Merit System in the Civil Service, records its deep sense of gratitude for his example and achievements, and of the loss which State and Nation have sustained in his death."

Reference has been made to the desirability of more specific prescriptions in the text of the law concerning the classification of various departments of State and municipal service. The law

exempts one deputy and one clerk to each principal executive officer. It has already happened that such an officer has declined to designate one of his several deputies as the first to be exempted, or one of his clerks for the like purpose, but has desired them all to be kept on the competitive list. Under the law as it stands there seems to be no way of preventing such apparent evasion of its clear intent. Again, in Section 11, "all superintendents of, teachers and instructors in the public schools and State institutions" are placed in the unclassified service. There is reason for believing that the original intent of the makers of the law was that "superintendents" should apply merely to superintendents of schools or educational institutions, but as the text is held by the Attorney-General it applies to superintendents of State institutions of all kinds.

It would not be pertinent to the scope of this report to essay here a correction of all the misconceptions and misinterpretations of the law which have been and, to some extent, still are current. A few of them, however, seem to require brief notice. The impression has prevailed and has been widely expressed in the public prints that the law permits and, indeed, in some respects, requires the public service of a municipality to be filled with employes from other and remote places. Section 18 of the law provides that examinations "shall be free to all citizens of the State of New Jersey, with the limitations specified in the rules of the Commission as to residence," etc. The Commission has so interpreted and applied that section as to hold that all examinations and consequent appointments in the State service shall be confined to actual residents of this State, and also that those in the service of any municipality shall be confined to actual residents of that municipality, excepting in rare cases, in which it is found impossible to secure satisfactory appointees within those limits, when candidates may be accepted from outside the municipality. It is the will of the Commission to maintain that principle, but since complaint has been made that that principle is now expressed only in a rule of the Commission, which might at any time be changed, it is respectfully recommended that it be embodied in the law itself.

Two other diametrically opposed criticisms of the law relate to its efficiency and its effect upon the efficiency of the service.

On the one hand, it is said that the law affords no real protection to office-holders, who are subject to removal just as before, and, on the other hand, it is said that by preventing the dismissal of incompetent employes the law militates against increased efficiency in the public service. Both these complaints are quite groundless. The requirement that dismissals shall be for other than political or religious causes, and that their causes shall be made a matter of public record, is a considerable restraint against dismissals on trifling or unworthy grounds; while the fact that the vacancies cannot be filled by personal favor, but must be filled from lists presented by the Commission as results of competitive examinations, still more powerfully makes toward the same end by destroying the chief motive for improper dismissals. A department chief will seldom dismiss a faithful employe except for the purpose of putting some more favored person into his place. With the power of arbitrary appointment removed, the motive for removals is destroyed, and the efficient employe is thus protected. At the same time the law permits the practically instantaneous and absolute dismissal of any employe who is unfaithful, inefficient or superfluous, and thus leaves it within the power of the heads of departments to improve the efficiency of the service, and to get rid of incompetents just as surely and readily as before its enactment.

At the date of this report there are under the Civil Service law of this State about 11,000 persons. For the supervision and control of this service an appropriation has been made to this Commission of only \$25,000 a year. In the neighboring State of New York the service comprises only 11,931 persons, and the yearly appropriation is \$40,000. Although the enrolled number of employes now under this Commission is a little less than that in New York, the amount of work involved is actually greater, for the reason that here separate cities and counties are under the State Commission, with requirement of separate examinations for each one of them, while in New York State the individual cities have their own separate commissions and examinations, and the State Commission has to look after only the State and county service. This Commission has therefore at the present time to do fully as much work as the New York Commission, at more than a

third less expense. If, as seems probable, the other large cities and counties of New Jersey shall adopt the Civil Service Law, this Commission will have, perhaps within the coming calendar year, at least fifty per cent. more work to do than is done by the New York Commission, with an appropriation of 37.5 per cent. less.

For its work from the date of its organization to November 1st the Commission had at its disposal an appropriation of \$10,000. By rigid economy it has been able to save and to return to the State Treasury \$1,401.21 of that sum. But during the greater part of that period the law was in only partial application, and the necessary expense of its administration was far less than it must hereafter be.

Few new laws are ever so perfect that some criticisms of them are not made, or some improvements do not seem desirable after they have been put into actual operation. The present law has, however, on the whole worked with gratifying smoothness and efficiency, despite the temporary unfamiliarity of many officials with its provisions. There has been a minimum of friction in its application, and except in a very few cases of egregious carelessness or perversity on the part of officials, there has been no delay in the certification of rolls and consequent payment of employes. The testimony has been cordially volunteered from more than one department that, instead of complicating it and making it more burdensome, the operations of the law have made their work simpler and easier. This is not surprising, since similar testimonies have been innumerable in other States in which similar systems prevail, and your Commission has entire confidence that the same experience will be had and will be cheerfully reported throughout the State and in every municipality which comes under the provisions of the law.

All of which is respectfully submitted.

WILLIS FLETCHER JOHNSON, *President*,
JAMES KERNEY,
CHARLES H. BATEMAN,
JAMES R. MULLIKIN.

Trenton, December 15th, 1908.

Report of Chief Examiner.

To the Civil Service Commission:

GENTLEMEN—I have the honor to submit the following report :

The work of the Chief Examiner thus far has been largely along the line of organization. A number of examinations have been held, however, to provide properly qualified candidates for vacancies in different branches of the public service. The first of these was held in July last for the position of clerk in the office of the Civil Service Commission. While the act was not at that time in complete operation, it was thought to be advisable that the position in question should be filled in accordance with the requirement of the merit system. Of the five (5) candidates who appeared four (4) passed the prescribed examination, and the appointment was made from among the three who stood highest on the eligible list.

Appended to this report is a table showing the kinds and dates of competitive examinations held since the law became operative in the State, in Essex county and in the city of Newark.

In addition to the competitive examinations, numerous non-competitive examinations have been held for the positions in that class. These have been conducted by boards of examiners in the department offices and institutions, appointed by the Commission. The system of non-competitive examinations for minor positions is gradually becoming better understood, and the examiners show a commendable care and interest in their work.

All but two of the competitive examinations thus far held have been for original entrance into the Civil Service. The exceptions were the examinations for promotion in the Newark Fire Department. A vacancy in the rank of captain gave opportunity to all the lieutenants to compete for promotion. This promotion necessarily made a vacancy in the rank of lieutenant, for which all first grade firemen were permitted to compete. From the list

of eligibles certified to the Board of Fire Commissioners of Newark the men who passed with the highest general average were in both instances promoted to the higher rank.

While all the questions asked in these examinations were such as tended to test the applicant's knowledge of his duties, of the rules of the department and city ordinances affecting the department, and of the most approved methods of fighting fires, the chief stress was not laid upon the candidate's ability to answer the questions submitted. Seniority in service, his record as a fireman, and his apparent general fitness were prime factors in determining each man's standing.

These particular examinations are referred to at some length because they illustrate the importance of keeping a record of efficiency of all persons in the lower grade of the Civil Service. Not only the spirit, but the letter of the Civil Service law makes this imperative. Section 22 provides that vacancies in positions in the competitive class shall be filled, so far as practicable, by promotions, and that these "promotions shall be based upon merit to be ascertained by examinations to be provided by the Commission, and upon the superior qualification of the person promoted as shown by his previous service, due weight being given to seniority and experience."

Superior qualifications as shown by previous service can only be evidenced by proper records intelligently kept in each department, office or institution. Both in fairness to the public servant who does his duty faithfully and efficiently, and in justice to the public who pays for the service, it is essential that superior merit shall be given due weight in the matter of promotion. The Civil Service Commission cannot possibly be familiar with the office record of each of the thousands of persons in the competitive class, but must depend upon the reports of those officials who have direct supervision of subordinates. All that the Commission can do is to provide a means by which such reports may be made systematically from data collected in accordance with certain fixed rules and principles. The efficiency record is intended to serve this purpose. It is obviously difficult to devise a set form of this sort which shall be scientifically or mathematically correct. In many offices the subordinates are so few and the

work so routine in character that it is hard to measure accurately the quantity and quality of work performed and the capacity of initiative. In other departments this task of discrimination is rendered much easier by the larger number of employes and the diverse character of their duties.

The records of efficiency now in use are certainly susceptible of improvement, and the Chief Examiner commends to the Commission consideration of the modified form recently submitted by the Secretary.

It has been and will continue to be the purpose of the Chief Examiner to devise examinations that will test in a practical way the fitness of the candidates to discharge the duties of the position for which they apply. It is a favorite objection raised by those who oppose the merit system that it is impossible to determine the ability of a man to be a good prison keeper, for example, by subjecting him to an examination in higher mathematics. Such objections are based upon a total misapprehension of the practical operation of the Civil Service system. Prison guards are not required to know anything of higher mathematics or psychology. But they are required to be fit men physically, to be men of good habits, and to know some of the things that prison guards ought to know. Each position or each class of positions in the classified service requires knowledge, experience or adaptability along some special line, and the examination of applicants is framed with the object of determining, so far as possible, their relative capacity to meet such requirements. Appointing officers and heads of departments have been asked to set forth the qualifications for positions under their supervision and to suggest the scope of examination. The responses to these requests have been prompt and cheerful, so that the Chief Examiner has had the benefit of expert experience in devising the schemes of examination.

Eligible lists are being prepared as rapidly as possible for those branches of the public service in which vacancies are most likely to occur. Examinations for other positions are being held as frequently as the needs of the service require. The examinations thus far have attracted a worthy and intelligent class of applicants.

The Chief Examiner regrets that financial limitations prevent a wider newspaper advertisement of all examinations. The press of the State, generally, has been generous in giving space to the announcements of the several tests that have been held. Notices of examination are posted in the offices of the county clerks, and sent wherever it is thought they may come to the attention of the people interested. The newspapers, however, furnish by far the best medium for advertising examinations, and the appropriation for advertising should be as liberal as the resources of the Commission will permit. In no other way can there be secured so large a list of the best available candidates for positions in the service of the State. This was illustrated in the case of the examination for prison keepers. The newspaper publicity given to this examination resulted in the filing of nearly one hundred (100) applications, which came largely from some of the State's sturdiest manhood.

The Chief Examiner has received valuable assistance from several of the departments of the State in the preparation of examination. Experts in the service of the State and in those municipalities in which the law is operative have cheerfully given such aid as has been requested.

Respectfully submitted,

FRANK B. JESS.

Chief Examiner.

Trenton, February 19th, 1909.

Statistics of Examinations.

DATE.	PLACE.	POSITION.	Number of Applicants.	Passed.	Failed.
1908.					
July 20th	Trenton,	Clerk,	5	4	1
Aug. 19th	Newark,	Stenographer and Copyist,...	29	16	13
Oct. 14th	Newark,	Clerk,	10	10	...
Oct. 14th	Newark,	Court Interpreter,†	10	2	8
Oct. 14th	Newark,	Stationary Fireman,	9	4	5
Dec. 2d	Newark,	Sanitary Inspector,	21	3	18
Dec. 2d	Trenton, Newark and Camden,	Stenographers,	32	21	11
Dec. 2d	Trenton, Newark and Camden,	Clerk,	4	4	...
Dec. 2d	Trenton,	Typewriter,	4	1	3
Dec. 2d	Trenton, Newark and Camden,	Assistant Examiner,	20	10	10
Dec. 4th	Newark,	Captain Fire Department,...	24	5	19
Dec. 7-8th	Newark,	Lieutenant Fire Department,	80	62	18
1909.					
Jan. 2d	Newark,	Playground Custodian,	7	0	7
Jan. 6th	Newark,	Court Interpreter,†	4	3	1
Jan. 9th	Trenton and Newark,	Prison Guards,	92	23	69
Jan. 13th	Trenton, Newark and Bridgeton,	Engineers and Firemen,....	30	16	14
Jan. 16th	Trenton,	Sewing-Room Officer,	3	3	...
Jan. 23d	Trenton,	Bookkeeper and Typewriter..	3	3	...
Jan. 23d	Trenton and Newark,	Storekeeper,	18	6	12
Feb. 6th	Newark,	Superintendent Public Building and Works, Essex Co.,	6	3	3
Feb. 6th	Newark,	Head Nurse and Matron,...	2	2	...
Feb. 8th	Newark,	Janitor-Fireman,	4	2	2
*Feb. 13th	Newark,	Clerk,	133	*	*
*Feb. 13th	Newark,	Stenographer and Typewriter,	14	*	*
*Feb. 13th	Newark,	Patrol Drivers,	139	*	*
*Feb. 15th	Newark,	District Physicians,	18	*	*
*Feb. 15th	Newark,	Visitors—Poor and Alms,....	66	*	*
*Feb. 16th	Newark,	Inspectors—Streets and Highways,	68	*	*
			855	203	214

* Examination papers not yet marked.

† Required to qualify in three (3) languages.

Report of Secretary.

TRENTON, December 15th, 1908.

To the Civil Service Commission:

GENTLEMEN—I beg to submit herewith Appendix I, a complete statement of the classification made by the Commission of all positions under the Civil Service Law in the State service and in the service of the municipalities that have so far adopted the act. In view of a general desire to learn what positions are viewed by the Commission as falling within the unclassified service under the law, these are also included.

In compliance with Section 13 (6) of the law the reason for exemptions where such were made in compliance with specific direction in the law itself are shown by a reference to the section and paragraph of the law directing the same. Where exemptions were made under the authority granted the Commission to add to such exemptions reference is made to Appendix II, which sets forth the reasons for such exemption, and which accompanies this report.

Section 15 of the law requires that the Commission shall state the number of those who come within the non-competitive class and the character of their services. There will be found opposite the non-competitive positions, where named in the classification, numbers which indicate the number of those employed in each case, also a statement of the character of the services rendered.

As requested by you, there is also submitted Appendix III, containing copies of the more important opinions rendered by the Attorney-General on the request of the Commission.

The rules and regulations of the Commission are appended hereto and form Appendix IV.

Respectfully submitted,

GARDNER COLBY,

Secretary.

APPENDIX I.

CLASSIFICATION OF POSITIONS

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Classification of Positions.

STATE.

Department of Accounts.

Unclassified.

Auditor.

Competitive Class.

Assistants,

Stenographer.

Adjutant-General.

Unclassified.

Adjutant General,

Assistant Adjutant General.

Exempt Class.

Reason for Exemption.

Chief Clerk, Clerk of Dept., Sec. XIII (3).

Competitive Class.

Executive Clerk,

Correspondence Clerk,

Military Bookkeeper,

Clerk.

Agricultural Experiment Station.

Unclassified.

Board of Managers.

Director.

Exempt Class.

Reason for Exemption.

Secretary and Treasurer, ... Secretary of Board, Sec. XIII (3).

(33)

Competitive Class.

Stenographer and Typewriter,	Animal Husbandman,
Assistant Stenographer,	Field and Greenhouse Assist-
Assistant Clerk,	ants,
Chemist,	Field and Laboratory Assist-
Assistant Chemists,	ants,
Sampler and Assistants,	Field Assistant,
Entomologist,	Farm Foreman,
Horticulturist,	Janitor.

Non-Competitive Class.

Character of Services.

Night watchman,	Watching building at night.
Office boy,	General office boy work.

Labor Class.

Laborer.

State Board of Agriculture.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XIII (3).

Competitive Class.

Treasurer, Stenographer and Typewriter.

Board of Agriculture.

(Insect and Nursery Inspection.)

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XIII (3).

Competitive Class.

Entomologist, Clerk.
Assistant Inspector,

Short Courses in Agriculture.

Unclassified.

Director and Instructor,	Instructors,
Principal and Instructor,	Lecturers.

Competitive Class.

Scientific Assistant,	Janitor (\$600).
Secretary and Stenographer,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
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Grounds Assistant,	Care of grounds.
Herdsmen,	Care of cattle.
Janitor (\$120 per annum), . . .	Care of building.

Labor Class.

Laborer on farm.

State Board of Assessors.

Unclassified.

Members of Board.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Secretary,	Secretary of Board, Sec. XIII (3).
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Competitive Class.

Assistant Secretary,	Engineer,
Clerks,	Assistant Engineer,
Stenographer and Clerk,	Draftsman.
Clerical Assistants,	

Attorney-General.

Unclassified.

Attorney General.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
----------------------	------------------------------

Asst. Attorney General, . .	Deputy or First Asst., Sec. XIII (1).
General Legal Assistants, . .	Legal Assistant of Law Dept., Sec. XIII (2).

Competitive Class.

Clerk,

Stenographers.

Banking and Insurance Department.

Unclassified.

Commissioner.

Exempt Class.

Reason for Exemption.

Deputy Commissioner, Deputy, Sec. XIII (1).

Examiners of Banks and Trust Cos.... Special Act of Commission, see Appendix II.

Actuary and Special Examiner... Special Action of Commission, see Appendix II.

Examiner of Ins. Cos. (\$15 per day)... Special Action of Commission, see Appendix II.

Competitive Class.

Chief Clerk,

Examiner of Insurance Companies (\$2.50 per day),

Clerks,

Assistant Examiners of Banks and Trust Companies,

Stenographer,

Examiners of Buildings and

Assistant Examiner of Insurance Companies.

Loan Associations,

State Home for Boys.

Unclassified.

Trustees,

Military Instructors.

Superintendent.

Teachers.

Cottage Managers (Instructors).

Assistant Cottage Managers (Instructors).

Exempt Class.

Reason for Exemption.

Chaplains.... Special Action of Commission, see Appendix II.

Physician.... Officials who must be Physicians. Sec. XIII. (5).

Competitive Class.

Assistant Superintendent,	Assistant Engineers,
Parole Officer,	Watchman,
Bookkeeper and Clerk,	Carpenter,
Dentist,	Mason and Assistant Cottage
Stenographer,	Manager,
Printer,	Blacksmith and Assistant Cot-
Relief Officer and Painter	tage Manager,
Relief Officer and Gardener,	Shoemaker and Assistant Cot-
Assistant Officer and Musical	tage Manager,
Instructor,	Gardener,
Farmer,	Office Assistant.
Chief Engineer,	

*Non-Competitive Class.**Character of Services.*

Coachman,	Driving.
Laundress,	Washing.
Tailoress,	Mending clothes.
Assistant Tailoress,	Mending clothes.
Matrons (8),	Helping in dining-room.
Assistant Matron,	Helping in dining-room.

Labor Class.

Laborer,	Farm Hand.
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Burial of Dead Bodies Thrown Upon the Shores of the State by Shipwreck.

*Non-Competitive Class.**Character of Services.*

Custodians (3),	Burial of bodies, care of graves.
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First Troop Cavalry, N. G. N. J.*Unclassified.*

Officers and Enlisted Men.

*Non-Competitive Class.**Character of Services.*

Groom,	Care of troopers' horses.
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Second Troop Cavalry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Clerk in Chancery.

Unclassified.

Clerk in Chancery.

Exempt Class.

Reason for Exemption.

Chief Clerk, Clerk of Department, Sec. XIII (3).

Competitive Class.

Clerks,

Stenographer,

Copyists,

Enrollers.

Bookkeepers,

Court of Chancery.

Unclassified.

Chancellor.

Exempt Class.

Reason for Exemption.

Vice Chancellors, Special Action of Commission,
see Appendix II.

Advisory Masters, Special Action of Commission,
see Appendix II.

Stenographers, Secretaries or Stenographers of
Judge, Sec. XIII (4).

Reporter, Special Action of Commission,
see Appendix II.

Sergeants-at-Arms, Special Action of Commission,
see Appendix II.

Charities and Corrections.

Unclassified.

Commissioner.

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Exempt Class. *Reason for Exemption.*

Assistant Commissioner, Deputy or First Assist., Sec. XIII (1).

Competitive Class.

Secretary and Stenographer, Inspectors.
Assistant Architect,

Board of Childrens Guardians.

Unclassified.

Members of Board, Assistant Commissioner.
Commissioner,

Competitive Class.

General Agent, Bookkeeper,
Agents, Stenographer,
Agents and Buyer, Assistant Stenographer.

Civil Service Commission.

Unclassified.

Commissioners.

Exempt Class. *Reason for Exemption.*

Secretary, Secretary of Commission, Sec. XIII (3).

Competitive Class.

Chief Examiner, Clerk,
Assistant Examiner, Stenographers.

Non-Competitive Class. *Character of Services.*

Registrars of Labor (4), Registering Laborers.

Comptroller.

Unclassified.

Comptroller.

Exempt Class. *Reason for Exemption.*

Deputy Comptroller, Deputy, Sec. XIII (1).

Competitive Class.

Chief Clerk,	Stenographer.
Clerks,	

School for the Deaf.

Unclassified.

Superintendent,	Physical Director and Super-
Teachers,	visor (Instructor),
Assistant Supervisors (Instruc-	Instructors.
tors),	

Exempt Class.

Reason for Exemption.

Physician, . . . Officials who must be Physicians, Sec. XIII (5).

Competitive Class.

Secretary,	Gardener,
Treasurer,	Engineer,
Steward,	Supervisors,
Matron,	Watchman.

Non-Competitive Class.

Character of Services.

Cooks (7),	Cooking for scholars.
Laundresses (4),	Washing for scholars.
Nurse,	Nursing sick.
Waitress,	Waiting on table.
Maids (3),	General Housework.

Labor Class.

Cleaners.

Dependency and Crime Commission.

Unclassified.

Commissioners.

Competitive Class.

Stenographer and Clerk,	Special Agent.
Clerk,	

Board of Education.

Unclassified.

Members of Board.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (5).

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Appointive Member Board of Examiners (1),	Assisting in examinations.

Competitive Class.

Treasurers, Clerk,	Manager of Bureau of Infor- mation.
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Commission of Industrial Education.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary and Executive Officer,....	Secretary of Commission, Sec. XIII (3).

Competitive Class.

Assistants to Secretary,	Stenographer.
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Village for Epileptics.

Unclassified.

Board of Managers, Superintendent,	Principal, Teachers.
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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Physicians,	Officials who must be Physi- cians, Sec. XIII (5).
Secretary of Board,	Secretary of Board, Sec. XIII (3).
Secretary of Superintendent, ..	Secretary of Principal Execu- tive Officer, Sec. XIII (4).

Competitive Class.

Clerk,	Head Mechanic,
Assistant Clerk,	Engineers,
Steward,	Blacksmith and Wheelwright,
Storekeeper,	Head Farmer.
Supervisors,	

*Non-Competitive Class.**Character of Services.*

Seamstress,	Sewing for patients.
Attendants (28),	Nursing and attending patients.
Cooks (12),	Cooking for patients.
Housekeepers (3),	Taking care of houses.
Repairman,	General utility work.
Laundress,	Washing for patients.
Assistant Laundresses (2),	Washing for patients.
Waitress and Chambermaid, ...	Waiting and house-cleaning.
Butcher,	Buying meat, etc.
Upholsterer and repairman,	Upholstering and repairs.
Gardener,	Care of garden.
Assistant Gardener,	Care of garden.
Driver,	Driving.
Handyman,	General utility man.
Dairyman,	In charge of cows and dairy.
Foreman,	Farm work.
Deliveryman,	Delivering groceries to cottage or buildings.
Civil Engineer,	Surveying.
Carpenters (8),	Building and repairing.
Helper to Carpenter,	Building and repairing.
Masons (7),	Building and repairing.
Helpers to Masons (2),	Building and repairing.
Painters (6),	Painting new and old buildings.
Farm Hands (11),	Working on farm.

Court of Errors and Appeals.*Unclassified.*

Justices,	Clerk.
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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Sergeants-at-Arms,	Special Action of Commission, see Appendix II.
Docket and Calendar Clerk, . . .	Special Action of Commission, see Appendix II.

Executive Department.

Unclassified.

The Governor,	The Secretary to the Governor.
The Executive Clerk,	

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Assistant Secretary,	Special Action of Commission, see Appendix II.
Stenographer,	Special Action of Commission, see Appendix II.

Home for the Care and Training of Feeble-Minded Women.

Unclassified.

Board of Managers,	Superintendent and Medical Di-
Teachers,	rector.

Competitive Class.

Stenographer and Clerk,	Head Engineer,
Matron and Housekeeper,	Gardener,
Baker,	Treasurer,
Head Farmer,	Clerk.

Non-Competitive Class. *Character of Services.*

Chambermaid and Waitress, ..	Housework and waiting.
Head Cook,	Cooking for patients.
Assistant Cook,	Cooking for patients.
Night Watch and Nurse,	Watching and nursing patients.
Hospital Day Nurse,	Nursing patients.
Epileptic Day Nurse,	Nursing patients.
Dressmaker and Attendant, . . .	Making clothes and attending patients.

Classification of Positions.

STATE.

Department of Accounts.

Unclassified.

Auditor.

Competitive Class.

Assistants,

Stenographer.

Adjutant-General.

Unclassified.

Adjutant General,

Assistant Adjutant General.

Exempt Class.

Reason for Exemption.

Chief Clerk, Clerk of Dept., Sec. XIII (3).

Competitive Class.

Executive Clerk,

Correspondence Clerk,

Military Bookkeeper,

Clerk.

Agricultural Experiment Station.

Unclassified.

Board of Managers,

Director.

Exempt Class.

Reason for Exemption.

Secretary and Treasurer, ... Secretary of Board, Sec. XIII (3).

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Competitive Class.

Farm Superintendent,	Whole Day Relief.
Assistant Superintendent,	Half Day Relief.
Clerk.	Watchmen.
Assistant Clerk,	Nurse.
Matrons,	Parole Officer.
Officers,	Engineer.
Vacation Relief,	Assistant Engineer.

Non-Competitive Class.

Character of Services.

Dressmaker.	Sewing-room and care of girls in dining-room.
Assistant Dressmaker,	Mending-room and care of chickens.
Farmer,	Care of farm.
Graders (3),	General work on grounds.
Coachman,	Driving and working on farm.
Gardener,	Taking care of garden.
Laundresses (3),	Washing for inmates.
Bookkeeper (1),	Occasional help on books.

Labor Class.

Laborers and Teamsters.

State Board of Health.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary,	Secretary of Board, Sec. XIII (3).
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Competitive Class.

Chief Clerk,	Bacteriologist,
Assistant Secretary and Chief of Division,	Laboratory Assistant, Chiefs of Division,
Inspectors,	Analysts,
State Sanitary Inspector,	Assistant Chiefs of Divisions,
Chief of Division and State Clerks,	
Registrar of Vital Statistics, Clerk and Stenographer.	
Assistant Registrar and Clerk,	

High School Inspection.*Unclassified.*

High School Inspector.

New Jersey State Hospital at Morris Plains.*Unclassified.*Board of Managers,
Medical Director,

Warden.

*Exempt Class.**Reason for Exemption.*Secretary, Secretary of Board, Sec. XIII
(3).Assistant Physicians, Officials who must be Physi-
cians, Sec. XIII (5).*Competitive Class.*

Treasurer,	Foreman, Painters,
Bookkeepers,	Painters,
Assistant Bookkeepers,	Foreman, Carpenters,
Stenographers,	Carpenters,
Storekeepers,	Foreman, Mason,
Night Watchman,	Mason,
Baker,	Head Coachman,
Tailor,	Foreman, Dairy,
Assistant Tailor,	Foreman, Farm,
Upholsterer,	Blacksmith,
Assistant Upholsterer,	Assistant Blacksmith,
Shoemaker,	Butcher,
Laundry Foreman,	Foreman, Sewerage Disposal
Engineer in Laundry,	Plant,
Chef,	Foreman, Garden,
Dietitian,	Florist,
Assistant Machinist,	Foreman, Grading, Ditching,
Stokers,	etc.,
General Assistant in Mechan-	Janitors,
ical Department,	Foreman, Hennery,
Dynamo Tenders in Mechan-	Man in charge of Annex Kitch-
ical Department,	en,

Tinsmith.	Fireman.
Machinist.	Pharmacist,
Plumber.	Clerk and Medical Electrician,
Steam Fitter,	Chief Supervisors,
Cableman.	Assistant Supervisors,
Foreman, Gas Plant.	Path. Laboratory Assistant,
Gas Men,	Hydrotherapeutist.

*Non-Competitive Class.**Character of Services.*

Assistant Bakers (2),	Working in bakery.
Dressmakers (4).	Working in sewing-room.
Laundry Help (32).	Laundry work.
Kitchen Help (32),	Kitchen work.
Men in charge of Vegetable Room (2),	Custody of vegetables.
Men in charge of Dining-room.,	Working in dining-room.
Man in charge of Butter Room.,	Care of butter and stores.
Man in charge of Bread Room.,	Care of bread.
Man in charge of Milk Room.,	Care and distribution of milk.
Coachman,	Care of horses.
Coachman's Helper,	Care of horses.
Milkers (7).	Care of cows.
Assistant Butcher,	Care of meats.
Helpers in Sewerage Disposal Plant (2),	Working in sewerage plant.
Helper on Railroad Tracks, . . .	Care of railroad tracks.
Helper in Hennery,	Care of hens.
Helper in Mechanical Depart- ment,	Helping machinists.
Painter's Helper,	Helping painter.
Carpenter's Helper,	Helping in carpentering work.
Mason's Helper,	Helping in mason work.
Florist's Helper,	Care of flowers.
Gardener,	Care of garden.
Men in charge of working pa- tients in Garden (3).	Working in garden with patients.

Men in charge working patients
doing grading, ditching, etc.
(3), Working at ditching with pa-
tients.

Man in charge of working pa-
tients on grounds, Working on grounds with pa-
tients.

Man in charge of working pa-
tients handling freight, etc.,... Handling of freight with pa-
tients.

Man in charge of Telephone,... Telephone operator.

Man in charge of Steam Boilers
in Annex Building, In charge of steam boilers.

Foreman on Railroad Tracks,... Care of railroad tracks.

Attendants (25), Nursing patients.

Nurses (164), Nursing patients.

Barber, Shaving and cutting hair of pa-
tients.

Assistant Barber, Shaving and cutting hair of pa-
tients.

Waitresses (9), Waiting in dining-room.

Chambermaids (2), Care of rooms.

Waitresses and Chambermaids
(2), Care of rooms and waiting in
dining-room.

Usher, Looking after visitors and oper-
ating telephone.

Night Watchman (2), Watching building at night.

Cable Car Conductor (2), Attending cable car.

Labor Class.

Men in charge of cows,	Men in charge of pigs,
Stableman,	Farm Laborers,
Drivers,	Laborers.

New Jersey State Hospital at Trenton.

Unclassified.

Board of Managers,	Warden,
Medical Director.	

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Physicians,	Officials who must be Physicians, Sec. XIII (5).
Secretary,	Secretary of Board, Sec. XIII (3).

Competitive Class.

Treasurer,	Baker,
Auditor,	Masons,
Bookkeeper,	Librarian,
Stenographers (4),	Housekeeper of Nurses' Home,
Clerks,	Night Supervisor,
Engineers,	Pharmacist,
Assistant Engineer,	Superintendent of Nurses,
Machinist,	Supervisors,
Firemen,	Assistant to Druggist,
Plumber,	Watchmen,
Electrician,	Steward,
Carpenters,	Farmer,
Painters,	Gardeners,
Tailors,	Carpenter,
Miller,	Storekeeper,

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Laundryman (1),	Washing patients' clothes.
Drivers (3),	Driving laundry wagon.
Laundry Assistant (1),	Assisting in washing clothes.
Ironers (3),	Ironing patients' clothes.
Coal passers (6),	Shoveling coal.
Mason's Helper (1),	Helping in mason work.
Seamstresses (7),	Sewing patients' clothes.
Attendants (133),	Nursing patients.
Nurses (69),	Nursing patients.
Ushers (3),	Looking after visitors.
Upholsterers (3),	Upholstery work.
Dairymen (3),	Dairy work.
Cooks (8),	Cooking for patients.
Domestics (39),	Kitchen work, house work and waiting.

Farmhands (11),	Farm work and care of pigs.
Butchers (2),	Charge of meat.
Garden Hands (8),	Care of garden.
Blacksmith (1),	General blacksmith work.
Coachmen (2),	Driving for officers, etc.
Night Cook (1),	Cooking for patients.
Assistant Cook (1),	Cooking for patients.
Assistant Baker (1),	Baking for patients.
Assistant Machinist (1), ...	General machinist work.
Stenographer (1),	Copyist.

First Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Competitive Class.

Armorer, _____
Assistant, _____

Watchman. _____

Labor Class.

Charvoman.

Second Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Competitive Class.

Janitor.

Third Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Competitive Class.

Armorer, Assistant Armorers,

Fourth Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

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Competitive Class.

Superintendent, Fireman.
Assistant Armorer.

Non-Competitive Class. Character of Services.

Targetmarkers 10, Marking and pasting hits and
working electric annunciators.

Labour Class.

Chairwoman.

Fifth Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men, Assistant Armorer.
Assistant Custodian.

Competitive Class.

Armorer.

Construction of Inland Waterways.

Unclassified.

Commissioner.

Exempt Class.

Reason for Exemption.

Stenographer and Clerk, Stenographer of Principal Ex-
ecutive Officer, Sec. XIII (4).

Competitive Class.

Engineer, Boatman with Launch.
Consulting Engineer, Captain of Boat.
Assistant Engineer, Flagman.
Transitman, Inspector.
Recorder,

Non-Competitive Class.

Character of Services.

Gauge-reader (1), Tending tide gauge.

Bureau of Statistics of Labor.

Unclassified.

Chief, Deputy.

Competitive Class.

Clerks, Stenographer.

Department of Labor.

Unclassified.

Commissioner,

Exempt Class.

Reason for Exemption.

Assistant Commissioner,First Assistant, Sec. XIII (I).

Competitive Class.

Clerk,	Stenographer,
Assistant Clerk,	Special Inspector.

Public Library Commission.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec.
XIII (3).

Competitive Class.

Organizer, Assistant.

State Library.

Unclassified.

Commissioners. State Librarian.

Competitive Class.

Law Librarian.

Live Stock Commission.

Unclassified.

Commissioners.

Exempt Class.

Reason for Excmption.

Executive Officer and Secretary, Secretary of Commission, Sec. XIII (3).

Motor Vehicles.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Commissioner,	Special Action of Commission.
	<i>Competitive Class.</i>
Chief Inspector,	Inspectors.

State Museum.

	<i>Unclassified.</i>
Members of Commission,	Curator.
	<i>Competitive Class.</i>
Stenographer and Clerk.	

First Battalion Naval Reserve.

	<i>Unclassified.</i>
Officers and Enlisted Men.	

Second Battalion Naval Reserve.

	<i>Unclassified.</i>
Officers and Enlisted Men.	
	<i>Non-Competitive Class.</i>
	<i>Character of Services.</i>
Shipkeepers (8),	Taking care of ship.

Oyster and Clam Commission.

	<i>Unclassified.</i>
Commissioner.	

State Oyster Commission, District Atlantic County.

	<i>Unclassified.</i>
Commissioners,	Superintendent.
	<i>Competitive Class.</i>
Captain-Engineer,	Surveyor.
Local Advisor.	
	<i>Non-Competitive Class.</i>
	<i>Character of Services.</i>
Guards (3),	Patrolling oyster grounds.

State Oyster Commission, Delaware Bay.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Superintendent and Secretary, . . . Secretary of Commission, Sec.
XIII (3).

Competitive Class.

Captain of Guard Boat,
Assistant Officer,

Chief Examiner,
Assistant Engineer.

Non-Competitive Class.

Character of Services.

Steward, Cooking on guard boat.
Inspector, Inspecting planting.
Captains of Guard Boat (2), . . . Operating patrol boats.
Watchmen (2), Watching beds.

State Oyster Commission, District Ocean County.

Unclassified.

Superintendent.

Commissioners.

Non-Competitive Class.

Character of Services.

Watchmen (4), Watching beds.

Court of Pardons.

Unclassified.

Members.

Exempt Class.

Reason for Exemption.

Clerk of Court, Clerk of Department, XIII
(3).

Department of Preservation of Records.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Clerks, Special Action of Commission,
see Appendix II.

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New Jersey State Prison.

Unclassified.

<i>Board of Inspectors.</i>	Moral Instructor (appointed by the Governor).
<i>Principal Keeper,</i>	
<i>Supervisor,</i>	

Exempt Class.

Reason for Exemption.

Physician,	Official who must be Physicians, Sec. XIII (5).
Resident Physician,	Official who must be Physicians, Sec. XIII (5).
Moral Instructors,	Special Action of Commission, see Appendix II.

Competitive Class.

Prison Clerk,	Hospital Keeper.
Supervisor's Clerk,	Gatekeeper,
Keeper's Clerk,	Engineer,
Assistant Keeper's Clerk,	Laundry Keeper.
Centerkeeper,	Shop Keeper,
Interpreter,	Tower Keeper.
Parole Agent,	Shop Hall Keeper,
Matron,	Assistant Shop Keeper,
Assistant Matron,	Hall Keeper.
Doorkeeper,	Extra Keeper.
Master Mechanic,	Night Centre Keeper,
Marshal,	Night Deputy,
Storekeeper,	Substitute Keeper,
Commissary,	Day Keeper,
Assistant Commissary,	Night Keeper,
Hospital Steward,	Probationary Keeper.

Non-Competitive Class.

Character of Services.

Coachman,	Driver of Prison carriage.
Teamster,	Carting garbage and stable work.
Gardener,	General outside work around residence.

Department of Public Instruction.

Unclassified.

State Superintendent.

Exempt Class.

Reason for Exemption.

Assistant State Superintendent, First Assistant, Sec. XIII (1).

Competitive Class.

Chief of Examination Bureau, Clerks.

Chief Clerk,

Department of Quarantine.

Unclassified.

Health Officer.

Exempt Class.

Reason for Exemption.

Deputy Health Officer, Deputy, Sec. XIII (1).

Department of Quartermaster-General.

Unclassified.

Quartermaster General, Military Storekeeper.

Exempt Class.

Reason for Exemption.

Deputy or First Assistant, Deputy, Sec. XIII (1).

Clerk, Private Secretary and

Stenographer, Secretary of Principal Officer,
Sec. XIII (4).

Clerk, Clerk of Department, Sec. XIII
(3).

Competitive Class.

Machinist, Supt. of Camp Grounds,
Carpenters, Engineer.
Clerk in Arsenal,

Non-Competitive Class.

Character of Services.

Man in care of Clothes in Arse-

nal (1), Care of military clothing.

Labor Class.

Laborers,

Teamsters.

New Jersey State Prison.*Unclassified.*

Board of Inspectors,	Moral Instructor (appointed by
Principal Keeper,	the Governor).
Supervisor,	

*Exempt Class.**Reason for Exemption.*

Physician,	Official who must be Physi-
	cians, Sec. XIII (5).
Resident Physician,	Official who must be Physi-
	cians, Sec. XIII (5).
Moral Instructors,	Special Action of Commission,
	see Appendix II.

Competitive Class.

Prison Clerk,	Hospital Keeper,
Supervisor's Clerk,	Gatekeeper,
Keeper's Clerk,	Engineer,
Assistant Keeper's Clerk,	Laundry Keeper,
Centerkeeper,	Shop Keeper,
Interpreter,	Tower Keeper,
Parole Agent,	Shop Hall Keeper,
Matron,	Assistant Shop Keeper,
Assistant Matron,	Hall Keeper,
Doorkeeper,	Extra Keeper,
Master Mechanic,	Night Centre Keeper,
Marshal,	Night Deputy,
Storekeeper,	Substitute Keeper,
Commissary,	Day Keeper,
Assistant Commissary,	Night Keeper,
Hospital Steward,	Probationary Keeper.

*Non-Competitive Class.**Character of Services.*

Coachman,	Driver of Prison carriage.
Teamster,	Carting garbage and stable
	work.
Gardener,	Gener-
	res

Riparian Rights.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Secretary and Engineer, Secretary of Commission, Sec.
XIII (3).

Competitive Class.

Clerk and Stenographer.

Department of Public Roads.

Unclassified.

Commissioner.

Competitive Class.

State Supervisor of Public Clerk,
Roads, Chauffeur.

Secretary to Commissioner,

Non-Competitive Class.

Character of Services.

Road Supervisors (51), Supervising road building and
repairs.

Manual Training and Industrial School for Colored Youth.

Unclassified.

Principal,

Preceptress and Teacher,

Registrar,

Teachers.

Exempt Class.

Reason for Exemption.

Physician, Official who must be Physician,
Sec. XIII (5).

Competitive Class.

Bookkeeper,

Janitor.

Treasurer,

Labor Class.

Farm Hand.

Competitive Class.

Clerk,	Head Mechanic,
Assistant Clerk,	Engineers,
Steward,	Blacksmith and Wheelwright,
Storekeeper,	Head Farmer.
Supervisors,	

*Non-Competitive Class.**Character of Services.*

Seamstress,	Sewing for patients.
Attendants (28),	Nursing and attending patients.
Cooks (12),	Cooking for patients.
Housekeepers (3),	Taking care of houses.
Repairman,	General utility work.
Laundress,	Washing for patients.
Assistant Laundresses (2), ...	Washing for patients.
Waitress and Chambermaid, ...	Waiting and house-cleaning.
Butcher,	Buying meat, etc.
Upholsterer and repairman,	Upholstering and repairs.
Gardener,	Care of garden.
Assistant Gardener,	Care of garden.
Driver,	Driving.
Handyman,	General utility man.
Dairyman,	In charge of cows and dairy.
Foreman,	Farm work.
Deliveryman,	Delivering groceries to cottage or buildings.
Civil Engineer,	Surveying.
Carpenters (8),	Building and repairing.
Helper to Carpenter,	Building and repairing.
Masons (7),	Building and repairing.
Helpers to Masons (2),	Building and repairing.
Painters (6),	Painting new and old buildings.
Farm Hands (11),	Working on farm.

Court of Errors and Appeals.*Unclassified.*

Justices,	Clerk.
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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Sergeants-at-Arms,	Special Action of Commission, see Appendix II.
Docket and Calendar Clerk, ...	Special Action of Commission, see Appendix II.

Executive Department.

Unclassified.

The Governor,	The Secretary to the Governor.
The Executive Clerk,	

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Assistant Secretary,	Special Action of Commission, see Appendix II.
Stenographer,	Special Action of Commission, see Appendix II.

Home for the Care and Training of Feeble-Minded Women.

Unclassified.

Board of Managers,	Superintendent and Medical Di-
Teachers,	rector.

Competitive Class.

Stenographer and Clerk,	Head Engineer,
Matron and Housekeeper,	Gardener,
Baker,	Treasurer,
Head Farmer,	Clerk.

Non-Competitive Class. *Character of Services.*

Chambermaid and Waitress, ..	Housework and waiting.
Head Cook,	Cooking for patients.
Assistant Cook,	Cooking for patients.
Night Watch and Nurse,	Watching and nursing patients.
Hospital Day Nurse,	Nursing patients.
Epileptic Day Nurse,	Nursing patients.
Dressmaker and Attendant, ...	Making clothes and attending patients.

Competitive Class.

Chief Clerk,
Clerks,

Stenographer.

School for the Deaf.

Unclassified.

Superintendent,
Teachers,

Physical Director and Super-
visor (Instructor),

Assistant Supervisors (Instruc-
tors),

Instructors.

Exempt Class.

Reason for Exemption.

Physician, Officials who must be Physicians, Sec. XIII (5).

Competitive Class.

Secretary,
Treasurer,
Steward,
Matron,

Gardener,
Engineer,
Supervisors,
Watchman.

Non-Competitive Class.

Character of Services.

Cooks (7), Cooking for scholars.
Laundresses (4), Washing for scholars.
Nurse, Nursing sick.
Waitress, Waiting on table.
Maids (3), General Housework.

Labor Class.

Cleaners.

Dependency and Crime Commission.

Unclassified.

Commissioners.

Competitive Class.

Stenographer and Clerk,
Clerk,

Special Agent.

Board of Education.

Unclassified.

Members of Board.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (5).

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Appointive Member Board of Examiners (1),	Assisting in examinations.

Competitive Class.

Treasurers, Clerk,	Manager of Bureau of Infor- mation.
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Commission of Industrial Education.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary and Executive Officer,....	Secretary of Commission, Sec. XIII (3).

Competitive Class.

Assistants to Secretary,	Stenographer.
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Village for Epileptics.

Unclassified.

Board of Managers, Superintendent,	Principal, Teachers.
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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Physicians,	Officials who must be Physi- cians, Sec. XIII (5).
Secretary of Board,	Secretary of Board, Sec. XIII (3).
Secretary of Superintendent, ..	Secretary of Principal Execu- tive Officer, Sec. XIII (4).

Competitive Class.

Clerk,	Head Mechanic,
Assistant Clerk,	Engineers,
Steward,	Blacksmith and Wheelwright,
Storekeeper,	Head Farmer.
Supervisors,	

*Non-Competitive Class.**Character of Services.*

Seamstress,	Sewing for patients.
Attendants (28),	Nursing and attending patients.
Cooks (12),	Cooking for patients.
Housekeepers (3),	Taking care of houses.
Repairman,	General utility work.
Laundress,	Washing for patients.
Assistant Laundresses (2),	Washing for patients.
Waitress and Chambermaid,	Waiting and house-cleaning.
Butcher,	Buying meat, etc.
Upholsterer and repairman,	Upholstering and repairs.
Gardener,	Care of garden.
Assistant Gardener,	Care of garden.
Driver,	Driving.
Handyman,	General utility man.
Dairyman,	In charge of cows and dairy.
Foreman,	Farm work.
Deliveryman,	Delivering groceries to cottage or buildings.
Civil Engineer,	Surveying.
Carpenters (8),	Building and repairing.
Helper to Carpenter,	Building and repairing.
Masons (7),	Building and repairing.
Helpers to Masons (2),	Building and repairing.
Painters (6),	Painting new and old buildings.
Farm Hands (11),	Working on farm.

Court of Errors and Appeals.*Unclassified.*

Justices,	Clerk.
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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Sergeants-at-Arms,	Special Action of Commission, see Appendix II.
Docket and Calendar Clerk, . . .	Special Action of Commission, see Appendix II.

Executive Department.

Unclassified.

The Governor,	The Secretary to the Governor.
The Executive Clerk,	

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Assistant Secretary,	Special Action of Commission, see Appendix II.
Stenographer,	Special Action of Commission, see Appendix II.

Home for the Care and Training of Feeble-Minded Women.

Unclassified.

Board of Managers,	Superintendent and Medical Di-
Teachers,	rector.

Competitive Class.

Stenographer and Clerk,	Head Engineer,
Matron and Housekeeper,	Gardener,
Baker,	Treasurer,
Head Farmer,	Clerk.

Non-Competitive Class. *Character of Services.*

Chambermaid and Waitress, ..	Housework and waiting.
Head Cook,	Cooking for patients.
Assistant Cook,	Cooking for patients.
Night Watch and Nurse,	Watching and nursing patients.
Hospital Day Nurse,	Nursing patients.
Epileptic Day Nurse,	Nursing patients.
Dressmaker and Attendant, . . .	Making clothes and attending patients.

Mending Room and Attendant, . Mending clothes and attending patients.

Assistant Farmer, Working on farm.

Mattress Maker and Attendant, . Making mattresses and attending patients.

Laundresses (2), Washing for patients.

Attendant, Attending patients.

Labor Class.

Laborers.

Farnum Preparatory School.

Unclassified.

Principal,

Teachers.

Competitive Class.

Treasurer,

Janitor.

Battery A, Field Artillery, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Battery B, Field Artillery, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Board of Fish and Game Commissioners.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XIII
(3).

Competitive Class.

Protector,

Stenographer.

Wardens,

Forest Park Reservation Commission.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary and Forester, Secretary of Board, Sec. XIII
(3).

Stenographer, Special Action of Commission,
see Appendix II.

Non-Competitive Class.

Character of Services.

Clerk, Clerical.

Wardens (4), Care of forests.

Geological Survey.

Unclassified.

Board of Managers,

State Geologist.

Exempt Class.

Reason for Exemption.

Geologists, Special Action of Commission,
see Appendix II.

Paleontologists, Special Action of Commission,
see Appendix II.

Competitive Class.

Topographer and Consulting Engineer, Chemist,
Clerks.

Labor Class.

Janitor (\$10 per month).

State Home for Girls.

Unclassified.

Board of Managers,

Teachers.

Superintendent,

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XIII
(3).

Physician, Official who must be Physician,
Sec. XIII (5).

ESSEX COUNTY.

County Collector's Office.

Unclassified.

County Collector.

County Auditor's Office.

Unclassified.

County Auditor.

Competitive Class.

Clerk,

Stenographer.

County Engineer's Office.

Unclassified.

County Engineer.

County Physician's Office.

Unclassified.

County Physician.

County Register's Office.

Unclassified.

County Register.

Exempt Class.

Reason for Exemption.

Deputy Register, Deputy of Prin. Ex. Officer,
Sec. XIII (1).

Competitive Class.

Clerks.

Copyists.

Indexers,

Comparers,

Sheriff's Office.

Unclassified.

Sheriff.

Exempt Class.

Reason for Exemption.

First Assistant Under Sheriff.. First Assistant Principal Ex.
Officer, Sec. XIII (1).

Competitive Class.

Under Sheriffs (2).

County Clerk's Office.

Unclassified.

County Clerk.

Exempt Class.

Reason for Exemption.

Deputy County Clerk, Deputy of Principal Ex. Officer, Sec. XIII (1).

Competitive Class.

Clerks.

Surrogate's Office.

Unclassified.

Surrogate.

Exempt Class.

Reason for Exemption.

Deputy Surrogate, Deputy of Principal Ex. Officer, Sec. XIII (1).

Competitive Class.

Clerks,

Typewriters,

Stenographers,

Copyists.

County Courts.

Unclassified.

Judges.

Exempt Class.

Reason for Exemption.

Court Stenographer, Stenographer of Judge, Sec. XIII (4).

Competitive Class.

Sergeants-at-Arms,

Court Interpreters.

Court Criers,

County Prosecutor's Office.

Unclassified.

County Prosecutor.

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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Clerk of Grand Jury,	Special Action of Commission, see Appendix II.
Assistant County Prosecutors,	Assistants of Prosecutors, Sec. XIII (2).
Confidential Clerk of the Pros- ecutor,	Special Action of Commission, see Appendix II.

Competitive Class.

Stenographer,	Chief Detective.
Sergeants of Detectives,	Detectives.

Board of Taxation.

Unclassified.

Members Board of Taxation.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary of County Tax Board,	Secretary of Board, Sec. XIII (3).

Competitive Class.

Clerk,	Stenographer.
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County Counsel.

Unclassified.

County Counsel.

County Board of Elections.

Unclassified.

Members Board of Election.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Clerk Board of Elections,	Secretary of Board, Sec. XIII (3).

Board of Freeholders.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Clerk of Board,	Clerk of Board, Sec. XIII (3).

Penitentiary.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Physicians,	Official who must be Physician, Sec. XIII (5).

Competitive Class.

Warden,	Night Watchman,
Deputy Warden,	Matron,
Yard Captains,	Engineer,
Keepers,	Assistant Engineer.

Jail.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Physician,	Official who must be Physician, Sec. XIII (5).

Competitive Class.

Warden,	Matron,
Deputy Warden,	Keepers.

Court House.

Competitive Class.

Custodian,	Elevator Man,
Carpenter,	Watchman,
Engineer,	Telegraph Operator,
Fireman,	Porters,
Centre Man,	Stewardess.

Labor Class.

Charwomen.

Law Library.

Competitive Class.

Law Librarian.

County Roads.

Competitive Class.

Superintendent,	Road Superintendent,
Clerk of Road Board,	Road Foremen,
Superintendent of Speedway,	Engineers on Steam Rollers.

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Lower Class.

Laborers.	Teachers.
Stone-Spreaders.	Washmen of Roads.
Porters.	

Public Buildings and Works.

Competitive Class.

Superintendents.

Bridges and Plank Road.

Competitive Class.

Engineers.	Rebbers.
Bridgemen.	Associates and Extra Attendants.
Teachers.	
Captains.	

Main Hospital.

Exempt Class.

Reason for Exemption.

Physicians.	Officials who must be Physicians, Sec. XIII (5).
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Competitive Class.

Superintendent	Gardener.
Steward,	Supervisor.
Clerk,	Baker.
Engineers,	Assistant Baker.
Assistant Engineers,	Night Watchman.
Plumber.	Laboratory Attendant.
Druggist.	Matron.
Carpenter,	Teacher.
Butcher,	Stenographer.
Stock Clerk,	Dispensary Clerk.
Fireman,	Head Cook.

Non-Competitive Class.

Character of Services.

Attendants (27).	Care of insane patients.
Work Attendants (1).	Care of working patients.
Nurses (37).	Care of insane patients.
Seamstresses (2).	Sewing for patients.
Laundresses (10).	Washing for patients.

Waitresses (5), Care of dining-room.
Assistant Cooks (6), Cooking for patients.
Kitchen Messengers (2), Delivering meals at dining-
room.

Branch Hospital.

Exempt Class.

Reason for Exemption.

Physicians, Officials who must be Physi-
cians, Sec. XIII (5).

Competitive Class.

Steward,	Assistant Bakers,
Engineers,	Carpenters,
Assistant Engineers,	Patrol,
Firemen,	Butcher,
Farm Superintendent,	Supervisors,
Head Cook,	Night Watchman,
Bakers.	Matron.

Non-Competitive Class.

Character of Services.

Nurses (23),	Care of insane patients.
Attendants (20),	Care of insane patients.
Work Attendants (2),	Care of working patients.
Seamstresses (3),	Sewing for patients.
Laundresses (3),	Washing for patients.
Waitresses (1),	Care of dining-room.
Assistant Cooks (3),	Cooking for patients.
Kitchen Messengers (2),	Delivering meals.

Labor Class.

Farm Hands.

Overbrook Extension.

Competitive Class.

Inspectors, Engineer,	Firemen.
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100	100

Non-Competitive Class.

Caretaker of Filter Beds.

Competitive Class.

Inspectors.	Typewriter and Stenographer,
Clerk,	Electrical Inspector,
Assistant Clerk.	Assistant Electrical Inspectors.

City Home.

Unclassified.

Trustees.

Competitive Class.

Doctor,	Farmer,
Superintendent,	Teachers,
Steward and Assistant,	Instructors,
Cottage Masters,	Matrons,
Engineer,	Watchman,
Fireman,	Bandmaster.
Parole Officer,	

Non-Competitive Class.

Character of Services.

Cook, Cooking.

City Clerk.

Unclassified.

City Clerk.

Competitive Class.

Clerks,	Stenographer,
Messenger,	Watchmen.
Assistant Messenger,	

Non-Competitive Class.

Character of Services.

Page, Messenger to Common Council.

Labor Class.

Cleaner.

Criminal Courts.

Unclassified.

Judges.

Competitive Class.

Clerks,	Assistant Clerks,
Interpreters,	

Comptroller.

Unclassified.

Comptroller.

Competitive Class.

Clerks.

New City Hall Commission.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission XIII
(3).

Competitive Class.

Inspector of Masonry.

District Courts.

Unclassified.

Judges.

Competitive Class.

Clerks,

Assistant Clerks,

Sergeants-at-Arms.

Excise Commission.

Unclassified.

Members of Commission.

Competitive Class.

Clerk.

Inspectors.

Fire Department.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec.
XIII (3).

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Competitive Class.

Chief Engineer.	Foreman of Linemen.
Deputy Chief Engineer.	Linemen.
Battalion Chiefs.	Telegraph Operators.
Clerk.	Superintendent of Repairs.
Inspector of Combustibles.	Assistant Superintendent of Re-
Assistant Inspector of Combustibles.	pairs,
	Carpenter.
Physician.	Watchman.
Veterinarian.	Janitor.
Superintendent Fire Alarm Tel-	Fireman.
Telegraph.	Lieutenants.
Assistant Superintendent Fire	Captains.
Alarm Telegraph.	

Non-Competitive Class.

Character of Services.

Stablemen. Working in Department stables.

Inspector of Gas and Gas Meters.

Unclassified.

Inspector.

Board of Health.

Unclassified.

Members.

Exempt Class.

Reason for Exemption.

Health Officer and Secretary... Secretary of Board, Sec. XIII
(3).

Board of Health (Sanitary Department).

Competitive Class.

Stenographer.	Inspectors.
Clerks.	Meteorologist.
Telephone Operator.	Bacteriologist.
Superintendent Bureau of Con-	Assistant Bacteriologists.
tagious Diseases.	Janitor.
Chief, Disinfecting Corps.	Laboratory Assistant.
Chemist.	Culture Collector.

Veterinarian,	Apothecary,
Meat Inspector,	Assistant Apothecary.
Plumbing Inspectors,	Dentist,
Drug and Food Inspectors,	District Physicians,
Detail Special Inspector,	Janitress.

Board of Health (Newark City Hospital).

Competitive Class.

Superintendent,	Assistant Superintendent.
Bookkeeper,	Butcher,
Storekeeper,	Baker,
Matron,	Chef,
Telephone Operators,	Elevator Runners,
Pharmacist,	Laundryman,
Historian,	Principal Training School,
Pathologist,	Assistant Principal Training
Watchmen,	School,
Clerks,	Night Superintendent Training
Engineers,	School,
Firemen,	Supervisor Operating-Room.
Painter,	Matron,
Carpenter,	Housekeeper, Nurses' Home.

Non-Competitive Class.

Character of Services.

Ambulance Drivers (2),	Driving hospital ambulances.
Door Boy (1),	Waiting on door.
Morgue Attendant (1),	In charge of morgue.
Cooks (3),	Cooking.
Food Car Porter (1),	Handling food car.
Kitchen Helpers (5),	Helping cooks.
Dishwasher (1),	Washing dishes.
Waitresses (7),	Waiting on table.
Seamstresses (2),	Sewing and mending.
Laundresses (15),	Working in laundry.
Porters (6),	General helpers.
Laundryman's helper,	Assisting in laundry.
Orderlies (14),	General utility men.
Ward maids (14),	Cleaning rooms, etc.
Nurses (72),	Nursing.

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Labor Class.

Cleaners.

Floor polishers.

Board of Health (Tuberculosis Sanatorium).

Competitive Class.

Medical Superintendent.

Nurse.

Engineer.

Clerk.

Fireman.

Non-Competitive Class.

Character of Services.

Assistant Nurse. Nursing.

Cooks (3). Cooking for patients.

Laundresses (4). Washing for patients.

Maid (1). General maid, work-house.

Orderly (1). General helper.

Waitresses (4). Waiting in dining-room.

Kitchen maid (1). Helping in kitchen.

Helper (1). General work.

Board of Health (Mosquito Department).

Competitive Class.

Inspectors.

Labor Class.

Ditcher.

Free Public Library.

Unclassified.

Members Board of Trustees.

Exempt Class.

Reason for Exemption.

Head of School Department... By special action, see Appendix II.

Competitive Class.

Librarian.

Assistant,

Assistant Librarian.

Head of Bindery Department,

Head of Reference Department. Head of Station Department,

Head of Art Department. General Library Assistants.

Head of Lending Department. Advanced Messengers.

Secretary to Librarian,	Messengers (Salary \$300 up-
Head of Children's Room,	wards),
Assistant,	Janitors.
Assistants in charge of Branch	Engineers,
Libraries,	Fireman,
Head of Order Department,	Elevator Man.
Head of Reading-Room,	

Non-Competitive Class.

Character of Services.

Messengers (Salary less than
\$300), Taking books from shelves, re-
turning, labelling, etc.

Law Department.

Unclassified.

City Attorney,	Assistant City Attorney.
City Counsel,	

Exempt Class.

Reason for Exemption.

Assistant to City Counsel, First Assistant Principal Ex.
Officer, Sec. XIII (1).

Competitive Class.

Clerks,	Stenographer.
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Non-Competitive Class.

Character of Services.

Messenger, General messenger's duties.

License Department.

Competitive Class.

License inspector,	Assistant License Inspector.
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Mayor's Department.

Unclassified.

Mayor,	Clerk.
Secretary to Mayor,	

Competitive Class.

Stenographer.

Public Markets.

Competitive Class.

Market Clerk,	Market Policemen.
Assistant Clerk,	

Labor Class.

Market Sweepers.

Police Department.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Clerk and Secretary.....	Secretary of Commission, Sec. XIII (3).
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Competitive Class.

Captains,	Chief of Police,
Sergeants,	Surgeon,
Roundsmen,	Patrol Drivers,
Patrolmen.	

Non-Competitive Class.

Character of Services.

Matrons (6).	Keeping station-house clean.
	Searching female prisoners.
Assistant Matrons (1).	Searching female prisoners.
	Keeping station-house clean.

Playground Commission.

Unclassified.

Members of Commission.

Competitive Class.

Supervising Custodian,	Custodians,
Assistant Supervising Custodian,	Stenographer.

Non-Competitive Class.

Character of Services.

Assistant Custodians (2).....	Assisting on grounds.
Helper (1),	Instructing children.
Watchmen (2).	Watching grounds at night.

Poor and Alms.

Unclassified.

Overseer of the Poor.

Exempt Class.

Reason for Exemption.

Assistant Overseer of the Poor, First Assistant, Sec. XIII (1).

Competitive Class.

Clerk,	Physician,
Visitors,	Engineer,
Clerk of Almshouse,	Watchman.
Matron,	

Non-Competitive Class.

Character of Services.

Driver (1),	Driver of supply wagon.
Superintendent of City Cemetery,	Burial of dead (paid by fee).

Smoke Abatement.

Unclassified.

Smoke Inspector.

Competitive Class.

Clerk.

Sinking Fund Commission.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary,	Secretary of Commission, Sec. XIII (3).
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Subordinate Help, City Hall.

Competitive Class.

Vacuum Cleaners,	Window Cleaners.
Watchmen,	

Labor Class.

Cuspidor Cleaners,	Cleaners.
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Public Markets.

Competitive Class.

Market Clerk,	Market Policemen.
Assistant Clerk,	

Labor Class.

Market Sweepers.

Police Department.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Clerk and Secretary.....	Secretary of Commission, Sec. XIII (3).
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Competitive Class.

Captains,	Chief of Police,
Sergeants,	Surgeon,
Roundsmen,	Patrol Drivers,
Patrolmen.	

Non-Competitive Class.

Character of Services.

Matrons (6),	Keeping station-house clean. Searching female prisoners.
Assistant Matrons (1),	Searching female prisoners. Keeping station-house clean.

Playground Commission.

Unclassified.

Members of Commission.

Competitive Class.

Supervising Custodian,	Custodians,
Assistant Supervising Custodian,	Stenographer.

Non-Competitive Class.

Character of Services.

Assistant Custodians (2).....	Assisting on grounds.
Helper (1),	Instructing children.
Watchmen (2),	Watching grounds at night.

Poor and Alms.

Unclassified.

Overseer of the Poor.

Exempt Class.

Reason for Exemption.

Assistant Overseer of the Poor, First Assistant, Sec. XIII (1).

Competitive Class.

Clerk,	Physician,
Visitors,	Engineer,
Clerk of Almshouse,	Watchman.
Matron,	

Non-Competitive Class.

Character of Services.

Driver (1),	Driver of supply wagon.
Superintendent of City Cemetery,	Burial of dead (paid by fee).

Smoke Abatement.

Unclassified.

Smoke Inspector.

Competitive Class.

Clerk.

Sinking Fund Commission.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary,	Secretary of Commission, Sec. XIII (3).
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Subordinate Help, City Hall.

Competitive Class.

Vacuum Cleaners,	Window Cleaners.
Watchmen,	

Labor Class.

Cuspidor Cleaners,	Cleaners.
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Shade Tree Commission.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec. XIII (3).

Competitive Class.

Stenographer,

Foremen,

Forester,

Clerk.

Non-Competitive Class.

Character of Services.

Office Boy (1), Messenger.

Labor Class.

Laborers.

Board of Street and Water Commissioners (Executive Department.)

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Clerk of Board, Clerk of Board, Sec. XIII (3).

Competitive Class.

Chief Engineer and City
Surveyor,

Stenographer to Chief Engineer,

Secretary to Chief Engineer,

Assistant Clerk of Board,
Clerk.

Department of Water.

Competitive Class.

Engineer and Superintendent,

Keper Oak Ridge Res.,

Cashier,

Keeper Cedar Grove Res.,

Assistant Cashier,

Assistant Keeper Cedar Grove Res.,

Head Bookkeeper,

Superintendent of Conduits,

Assessor,

Inspector Watershed,

Chief Meter Clerk,

Telephone Operator,

Clerks,

Foremen,

Addressograph Clerk,

or,	Repairmen,
Principal Assistant Engineer,	Carpenter,
Assistant Engineer,	General Helpers,
Inspector and Stockkeeper,	Watchmen,
Superintendent of Inspectors,	Turnoff and Collector,
Assistant Superintendent of Inspectors,	Stenographers,
Inspectors,	Draftsmen,
Inspectors of Meter Repairs,	Rodmen,
Inspector of Repairs,	Head Teamster,
Inspector of Clerks,	Reservoir Keepers,
Inspectors,	Reservoir Watchmen,
Principal Plumber,	Head Stableman,
Plumbers,	Factory Keeper,
Inspector New Water Supply,	Stock Clerk,
Inspector Belle. Res. G. H.,	Meter Stockkeeper,
Superintendent of Watershed,	Watchmen, Pump House,
Telephone Operator Water-works,	Watchmen,
Inspector Intake G. H.,	Plumber's Helpers,
Inspector Rain Gauge O. R. R.,	Pipe Inspector,
	Harness Repairer,
	Turnoff Men.

Non-Competitive Class. Character of Services.

General office boy.	General office boy.
Flushing hydrants.	Flushing hydrants.
Repairing streets, ramming paving stones.	Repairing streets, ramming paving stones.
Care of horses and stables.	Care of horses and stables.

Labor Class.

Drivers.	Drivers.
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Sewers and Drainage, Engineering Division.

Competitive Class.

Clerk,	Clerk,
Helper,	Helper,
Foremen,	Foremen,
Assistant Foremen,	Assistant Foremen,

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Leveller, Rainfall Reporter,
Engineer, House Connections, Plumber.
Head Bookkeeper,

Labor Class.

Laborers.

Sewers and Drainage, House Connection.

Competitive Class.

Assistant Engineer, Draughtsman,
Assistant Foremen, Plumber.

Labor Class.

Laborers. Drivers,
Toolmen, Watchman.
Stablemen,

General Superintendent's Office.

(Repairs, maintenance and cleaning of Streets, Sewers, Bridges
and Docks and Street Lighting.)

Competitive Class.

General Superintendent of	Carpenter,
Works,	Engineer Steam Roller,
Assistant General Superintend-	Inspectors, Scavenger Service,
ent of Works,	Chief Superintendent of Sewers,
Second Assistant Superintend-	Engineers S. P. Station,
ent of Works,	Firemen S. P. Station,
Supervisor,	Mason,
Head Bookkeeper,	Bracer,
Superintendent of Cross Walks	Detail,
and Repairs,	Tap Inspector,
Electrical Machinist and Trol-	Assistant Tap Inspector,
ley Inspector,	Superintendent of Stables,
Clerks,	Assistant Superintendent of
Inspector of Cuts and Depres-	Stables,
sions,	Superintendents' Bath Houses,
Inspector of Complaints,	Assistant Superintendents'
Superintendent of Sweeps,	Bath Houses,
Assistant Trolley Inspector,	Engineers' Bath Houses,

stant Electrical Machinist,	Matrons' Bath Houses,
ctors,	Special Helper,
keepers,	Superintendent of Lighting,
er of Tools,	Assistant Superintendent of
stant Keeper of Tools,	Lighting,
nen,	Assistant,
ctor of Loads,	Superintendent of Sidewalks,
ctor of Street Repairs.	Assistant Superintendent of
ess Maker,	Sidewalks,
smiths,	Foremen,
inists,	Scavenger Inspector,
stant Machinists,	Wharfinger,
er,	Typewriter and Stenographer,
o Man,	Pavers,
ctors of Conduits,	Watchman Pumping Stations.
nen Street Repairs,	

Non-Competitive Class.

Character of Services.

er Stone Yard (1),	Taking care stone yard.
y Men (2),	General Helpers,
Tender (1),	Attending gate.
1 Assistant Superintend-	
's Office (1),	Messenger.
ners,	Repairing streets, ramming pav-
	ing stones.

Labor Class.

emen,	Drivers of Singles,
hmen,	Driver's Helpers,
ers,	Shovellers,
isters,	

**ts and Highways and Sewers and Drainage, Engineering
Division.**

Competitive Class.

ctors.

Streets and Highways, Engineering Division.

Competitive Class.

Engineer,	Transitmen,
Principal Assistant Engineer,	Chemist,
Principal Office Assistant,	Helpers,
Engineer of Construction,	Rodman,
Assistant Engineer,	Inspectors.

City Treasurer.

Unclassified.

City Treasurer.

Competitive Class.

Clerk.

Receiver of Taxes.

Unclassified.

Receiver of Taxes.

Competitive Class.

Cashier,	Clerks,
Assistant Cashiers,	Deputy Collectors.

Weights and Measures.

Unclassified.

Sealer of Weights and Measures.

Competitive Class.

Assistant Sealers,	Clerk.
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CITY OF BAYONNE.

Department Building Inspector.

Unclassified.

Building Inspector.

Competitive Class.

Assistant Building Inspector.

City Clerk.

Unclassified.

City Clerk.

Competitive Class.

Assistant City Clerk.

City Hall.

Competitive Class.

Engineer,
Watchman,
Janitor,

Assistant to Janitor,
Stableman.

Comptroller's' Department.

Unclassified.

Comptroller.

Collector of Revenue.

Unclassified.

Collector of Revenue.

Competitive Class.

First Assistant to Collector of Revenue,
Second Assistant to Collector of Revenue,
Bookkeeper.

District Court.

Unclassified.

Judge.

Competitive Class.

Clerk.

Department of City Engineer.

Unclassified.

City Engineer.

Competitive Class.

Assistant City Engineer,
Draughtsman,

Rodmen,
Inspector Public Works.

Fire Department.

Competitive Class.

Chief,
Assistant Chief.
Captains,
Engineers,
Laddermen,

Drivers,
Tillermen,
Hosemen,
Superintendent Fire Alarm System,

Department of Health.

Exempt Class.

Reason for Exemption.

Secretary Board of Health, . . . Secretary of Board, Sec. XIII
(3).

Competitive Class.

Health Officer, Sanitary Inspectors.
Deputy Health Officer.

Inspector Weights and Measures.

Unclassified.

Inspector.

Public Library.

Unclassified.

Trustees.

Exempt Class.

Reason for Exemption.

Secretary Board of Trustees, . . . Secretary of Board, Sec. XIII
(3).

Competitive Class.

Librarian, Janitor.
Assistants to Librarian,

Law Department.

Unclassified.

City Attorney.

Mayor's Department.

Unclassified.

Mayor.

Competitive Class.

Stenographer.

Miscellaneous.

Competitive Class.

Veterinary Surgeon, Custodian of School Money.

Park Commission.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary Park Commission, . . .	Secretary of Commission, Sec. XIII (3).

Competitive Class.

Park Foreman.

Labor Class.

Laborers.

Police Department.

Chief,	Van Drivers,
Inspector,	Pension Officers,
Sergeants,	Janitor,
Detective Sergeants,	Tape-Readers.
Patrolmen,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Assistants to Janitor (2), . . .	Attending to police station.

Poor and Alms.

Unclassified.

Poor Master.

Recorder's Court.

Unclassified.

Recorder.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Clerk to Recorder,	Clerk to judge, Sec. XIII (4).

Competitive Class.

Interpreters.

Sinking Fund Commission.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Commission, Sec. XIII (3).

Streets and Garbage.

Unclassified.

Street Commissioner.

Labor Class.

Drivers, Laborer and Foreman.
Laborers,

City Treasurer.

Unclassified.

Treasurer.

Competitive Class.

Clerk to Treasurer.

Tax Assessor.

Unclassified.

Tax Assessor.

Competitive Class.

Clerks.

Water Department (Accounting).

Unclassified.

Water Register.

Competitive Class.

Clerks, Meter Inspector,
Shop Foreman, Meter Readers.

Non-Competitive Class. Character of Services.

Meter Helper,Removal and Setting of Meters.

Man in Charge of Meter

Wagon,Removal and Setting of Meters.

Helpers (4),Repairing meters.

Water Department (Repair and Maintenance.)

Unclassified.

Water Purveyor.

Competitive Class.

Assistant Water Purveyor.

Non-Competitive Class. Character of Services.

Helpers (5),Repairing water lines.

JERSEY CITY.

Public Baths.

Competitive Class.

Superintendent,	Assistant Fireman,
Fireman,	Male Attendants.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
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Female Attendants (2), Female attendant and general work.

Buildings Department.

Unclassified.

Superintendents of Buildings.

Competitive Class.

Clerk to Superintendent of Buildings,	Inspectors.
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City Hall Commission.

Unclassified.

Members of Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Clerk,	Clerk of Commission, Sec. XIII (3).
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Competitive Class.

Custodian,	Watchman,
Engineer,	Elevatormen,
Hallman,	Janitor.
Firemen,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
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Porters (7),	General work of porter.
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Laundress (1),	Washing towels.
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Labor Class.

Cleaners.

City Clerk.

Unclassified.

City Clerk.

Exempt Class.

Assistant to City Clerk.

Competitive Class.

Clerks to City Clerk.

City Collector.

Unclassified.

City Collector.

Exempt Class.

Reason for Exemption.

Deputy City Collector,Deputy, Sec. 13 (1).

Competitive Class.

Clerks,

Collector of Personal Arrears.

Comptroller's Office.

Unclassified.

The Comptroller.

Exempt Class.

Reason for Exemption.

Deputy Comptroller,Deputy, Sec. 13 (1).

Competitive Class.

Clerks.

Districts Courts.

Unclassified.

The Judge.

Competitive Class.

Clerk,

Sergeants-at-arms.

Excise Commission.

Unclassified.

The Commissioner.

Competitive Class.

Assistant Clerk,

Inspectors.

Board of Finance.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Clerk,Clerk of Board, Sec. 13 (3).

Competitive Class.

Assistant to Clerk, Messenger, Assessment Clerk and Draughtsman,	Assistant Surveyor on Tax Commissioners' Maps, Draughtsman on Tax Commis- sioners' Maps.
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Fire Department.

Unclassified.

The Commissioners.

Exempt Class.

Reason for Exemption.

Clerk, Clerk, Sec. 13 (3).

Competitive Class.

Chief Engineer,	Telegraph Linemen,
Secretary to Chief,	Captains,
Assistant Engineer,	Engineers,
Battalion Chiefs,	Stokers,
Inspector of Horses,	Drivers,
Inspector of Combustibles and	Tillermen,
Fire Risks,	Hosemen,
Medical Examiner,	Truckmen.
Superintendent of Telegraph,	

Board of Health (Sanitary).

Unclassified.

Members of Board.

Competitive Class.

Health Officer,	Chemist,
Superintendent Bureau of	Chief Plumbing Inspector,
Complaints,	Assistant Plumbing Inspector,
Superintendent Bureau of Con-	Permit Clerk,
tagious Diseases,	Clerk,
Superintendent Bureau of In-	General Clerk,
spections,	Sanitary Officer,
Superintendent Bureau of	General Assistants,
Foods and Drugs,	Scow Captains.

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Board of Health (Hospitals).

Competitive Class.

Superintendent.	Night Watchman and Ambu-
Matron.	lance Driver.
Druggist.	Supt. Training School.
Clerk.	Chief Engineer.
Telephone Operator (\$300).	Assistant Engineers.
Elevator Man.	Firemen (\$800).
Chief Cook.	District Nurses.

Non-Competitive Class.

Character of Services.

Seamstress (1).	Sewing for patients, etc.
Assistant Cooks (3).	Cooking for patients and em- ployes.
Fireman (1, \$216).	Attending furnaces.
Telephone Operator (1, \$120).	Attending telephone.
General Utility Man (1).	Cleaning, sweeping, etc.
Nurses (4).	Nursing patients.
Pupil Nurses (27).	Training school nurses.
Orderlies (6).	Care of wards.
Cook, Isolation Hospital (1).	Cooking.
Janitor (1, \$300).	General janitor's work.
Laundresses (12).	Washing for patients.
Waitresses (7).	Attending servants.

Labor Class.

Cleaners.

Inspector of Weights and Measures.

Unclassified.

Inspector of Weights and Measures.

Law Department.

Unclassified.

Corporation Counsel,

Corporation Attorney.

Exempt Class.

Reason for Exemption.

Assistant Corporation Attor-

ney, First Assistant, Sec. XIII (1).

Competitive Class.

Assistant to Law Department, Stenographer.

Free Public Library.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary, Secretary, Sec. XIII (3).

Competitive Class.

Librarian,	Reading Room Attendant and
Assistant Librarian,	Registry Clerk,
General Assists. (above \$300),	Chief Cataloguer,
Elevator Operator and Gen-	Desk Attendants and General
eral Assistant,	Assistants,
Engineer,	Children's Room Attendant,
Watchman,	Janitrix,
	Superintendent of Stations.

Non-Competitive Class.

Character of Services.

General Assists (below \$300),	
(15).	General library work.
Driver,	Delivery of books to and from
	stations and schools.

Labor Class.

Charwomen.

City Marshal.

Unclassified.

City Marshal.

Mayor's Office.

Unclassified.

Mayor,	Stenographer.
The Secretary to the Mayor,	

Police Department.

Unclassified.

Commissioners,	Police Judges.
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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Clerk,	Clerk, Sec. XIII (3).

Competitive Class.

Assistant Clerk,	Linemen,
Chief,	Physicians,
Inspector,	Court Clerks,
Surgeon,	Roundsmen,
Superintendent of Signal Sys-	Patrolmen,
tem,	Drivers,
Captains,	Doormen,
Sergeants,	Van Driver,
Detective Sergeants,	Stableman.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Janitresses (7),	Cleaning station-house.
Matron (1),	Custodian women's and chil-
	dren's prison.

Overseer of the Poor.

Unclassified.

Overseer of the Poor.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Assistant to Overseer of the	
Poor,	Assistant, Sec. 13 (1).

Competitive Class.

Clerk to Overseer of the Poor, Ambulance Driver.

Non-Competitive Class.

Janitrix.

Shade Tree Commission.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Commission, Sec.
	13 (3).

Competitive Class.

City Forester, Park Keepers,
Superintendent of Parks, Clerk.

Labor Class.

Laborers.

Sinking Fund Commission.

Unclassified.

Members of the Commission.

Exempt Class.

Reason for Exemption.

Clerk,Clerk of Commission, Sec 13
(3).

Board of Street and Water Commissioners.

Unclassified.

Members of Board.

EXECUTIVE DEPARTMENT.

Exempt Class.

Reason for Exemption.

Clerk of Board.....Clerk, Sec. 13 (3).

Competitive Class.

Assistant Clerk, Clerks.
Stenographer,

ENGINEERING AND SURVEY.

Competitive Class.

Chief Engineer and Superin- Stenographer, Engineering De-
tendent, partment,
Assistant Engineer and Super- Clerk to Engineer,
intendent, Assistant Engineers,
Mechanical Engineer, Rodmen,
General Assistants in Engi- Draughtsman.
neering Bureau,

844269

MUNICIPAL LIGHTING.

Competitive Class.

Inspector of Lamps.

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DOCKS, GRANTS AND LEASEHOLDS.

Competitive Class.

Wharfinger, Night Watchman.

REPAIRS AND CONSTRUCTION OF SEWERS.

Competitive Class.

Superintendent of Sewer Clean- Inspector.
ing and Repairs,

Labor Class.

Sewermen, Laborers.

REMOVAL OF ASHES AND GARBAGE.

Competitive Class.

Inspector for Removal of Ashes and Garbage.

ARMORY, SALARIES AND RENTALS.

Competitive Class.

Armorer, Superintendent.

SUPPLY AND DISTRIBUTION OF WATER (NEW WATER WORKS).

Competitive Class.

Superintendent, Inspectors of Water Shed.
Bacteriologist,

SUPPLY AND DISTRIBUTION OF WATER (LAYING AND REPAIRING
WATER PIPE).

Competitive Class.

Superintendent, Blacksmith,
Caulkers, Blacksmith's Helper,
Carpenters, Paver.

Non-Competitive Class. *Character of Services.*

Rammer (1).Ramming paving stones.

Rockman (1),Laying rocks.

Custodian of Reservoir (1),Watching reservoir.

Night Watchmen (3).Watching reservoir.

Labor Class.

Drivers, Laborers.

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SUPPLY AND DISTRIBUTION OF WATER (PERMIT CLERK).

Competitive Class.

Permit Clerk,	Tappers,
Assistant Permit Clerk,	Assistant Tappers.

SUPPLY AND DISTRIBUTION OF WATER (WATER REGISTRAR).

Competitive Class.

Water Registrar,	Deputy Water Registrar.
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SUPPLY AND DISTRIBUTION OF WATER (WATER ASSESSOR).

Competitive Class.

Water Assessor,	Clerks,
Deputy Water Assessor,	Draughtsman,
Chief Bill Clerk,	Inspectors and Readers of
Bill Clerks,	Meters.

SUPPLY AND DISTRIBUTION OF WATER (HIGH SERVICE AND
BELLEVILLE PUMPING STATION).

Competitive Class.

Engineer in Charge High Ser-	Painter,
vice Pumping Station,	Engineer in Charge Belleville
Reservoir Keeper,	Pumping Station.
Carpenter,	

Labor Class.

General Workmen.

SUPPLY AND DISTRIBUTION OF WATER (MISCELLANEOUS).

Competitive Class.

Superintendent of Repair and Storekeeper,	
Laying Water Pipe,	Assistant Storekeeper,
Assistants to Superintendent,	Stable Foreman,
Foreman,	

Labor Class.

Stableman.

SUPPLY AND DISTRIBUTION OF WATER (METER DEPARTMENT).

Competitive Class.

Superintendent of Supply	Plumbers,
and Distribution,	Superintendent of Meter De-
Water Purveyor,	partment (High Service), .

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Clerks, Meter Tester,
Draughtsman, Tinsmith,
Inspectors and Meter Readers, Machinists.
Plumber Foreman,

Labor Class.

Laborers.

STREET CLEANING.

Competitive Class.

Superintendent, Veterinarian,
Assistant Superintendent, Timekeeper,
Chief Clerk and Inspector, Foremen.
Clerk,

Labor Class.

Drivers, Keeper of Records,
Stablemen, Keeper of Tools,
Laborers, Inspectors of Loads.

PAVING AND REPAIR OF STREETS.

Competitive Class.

Superintendent, Mason,
Pavers, Foreman.

Non-Competitive Class. Character of Services.

Rammers (3), Laying paving stones.

Labor Class.

Driver, Laborers.

Board of Tax Commissioners.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Chief Clerk, Clerk of Board, Sec. XIII (3).

Competitive Class.

Clerks.

Treasurer's Office.

Unclassified.

The Treasurer.

Exempt Class.

Reason for Exemption.

The Deputy Treasurer, Deputy, Sec. XIII (1).

Competitive Class.

Clerk.

Explanatory Note—The classification of positions under the same title will be found to vary somewhat in the various departments and institutions. Such variation is due to differences in the rate of compensation and in the character and nature of the services performed.

APPENDIX II.

Additions Made to Exempt Class
under Section 13 (6) of Civil
Service Law.

Additions to Exempt Class by Special Action of the Civil Service Commission.

Clerk of the Grand Jury—Essex County.

Reason for Exemption.—Examination not practicable. Position requires peculiar qualifications. Is of a very confidential character and involves large responsibility.

Confidential Clerk of the County Prosecutor—Essex County.

Reason for Exemption.—Examination not practicable. Position requires qualities of an unusual nature. Close relations to the work of the Prosecutor and Clerk of the Grand Jury.

Head of School Department, Free Public Library—City of Newark.

Reason for Exemption.—On account of a vacancy for which unusual experience and special training was required, and for which a satisfactory person could not be obtained in this instance by a competitive examination.

Examiners of Bank and Trust Companies, Department of Bank- ing and Insurance—State Service.

Reason for Exemption.—Examination not practicable. Position of a very confidential character.

Actuary and Special Examiner, Department of Banking and Insurance—State Service.

Examination not practicable. Position filled by a professional actuary.

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Examiners of Insurance Companies, Department of Banking and Insurance—State Service.

Reason for Exemption.—Same as Examiners of Bank and Trust Companies.

Vice-Chancellors—State Service.

Reason for Exemption.—Examination not practicable. Should have been placed by law in Unclassified Service.

Advisory Masters, Court of Chancery—State Service.

Reason for Exemption.—Examination not practicable. Duties purely judicial and requiring qualifications not readily determined by examination.

Sergeants-at-Arms, Court of Chancery—State Service.

Reason for Exemption.—Examination not practicable. Position of a confidential character and should be filled by personal choice of Vice-Chancellors.

Sergeants-at-Arms, Court of Errors and Appeals.

Reason for Exemption.—Same as Sergeants-at-Arms in Court of Chancery.

Sergeants-at-Arms, Supreme Court.

Reason for Exemption.—Same as Sergeants-at-Arms in Courts of Chancery and Errors and Appeals.

Docket and Calendar Clerk, Court of Errors and Appeals.

Reason for Exemption.—Same as foregoing Sergeants-at-Arms, and because service performed by same person who acts as Sergeants-at-Arms Court of Chancery, Court of Errors and Appeals and Supreme Court.

Assistant Secretary to Governor.

Reason for Exemption.—Position confidential in character and properly subject to personal selection of the Governor.

Stenographer in Executive Office.

Reason for Exemption.—Position of a confidential character and properly subject to selection by the Governor.

Stenographer Board of Forest Park Reservation Commission.

Reason for Exemption.—Competition not practicable. Salary only \$120 per annum. Employed part of time only.

Geologists and Paleontologists, Geological Survey.

Reason for Exemption.—Examination not practicable. Largely teachers in universities employed on a per diem basis and secured in co-operation with the U. S. Geological Survey. Engaged to study special problems.

Commissioner of Motor Vehicles.

Reason for Exemption.—Examination not practicable. Position filled *ex officio* by Assistant Secretary of State, who is exempt in that position.

Clerks, Department of Preservation of Records.

Reason for Exemption.—Examination not practicable. Experts employed occasionally in special abstract and research work. Are employed elsewhere at other times.

Moral Instructors, New Jersey State Prison.

Reason for Exemption.—Examination not practicable.

Chaplains—Same as above.

Chaplain, New Jersey Home for Disabled Soldiers.

Reason for Exemption.—Same as Moral Instructors and Chaplains, State Prison.

Chaplains, State Home for Boys.

Reason for Exemption.—Same as Moral Instructors and Chaplains, State Prison.

Law Reporter, Supreme Court.

Reason for Exemption.—Special training and qualifications required. Not readily determined by examination.

Chancery Reporter.

Reason for Exemption.—Special training and qualifications required. Not readily determined by examination.

APPENDIX III.

OPINIONS OF ATTORNEY-GENERAL

Opinions of Attorney-General.

Classification of Clerk of District Court.

TRENTON, N. J., May 29th, 1908.

*Gardner Colby, Esq.,
Secy. Civil Service Commission,
Trenton, N. J.*

DEAR SIR—You ask in your letter of May 26th if the office of Clerk of a District Court is exempt from the provisions of the Civil Service Law. My interpretation of the statute is that the Clerk of the District Court, being the appointee of the Judge of that Court, is subject to the Civil Service Law, and included in the competitive class, unless, under the latitude granted to the Commission, the office is placed in the non-competitive class.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

1. Classification of County Collector, Auditor and Engineer, Essex County.
2. Heads of Departments.
3. Essex and Hudson County Joint Bridge Employees.

TRENTON, N. J., June 24th, 1908.

*Gardner Colby, Esq.,
Secy. Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your two letters of the 19th, and have delayed answer thereto in order that I might have a conference with the Attorney-General upon one of the questions propounded, which seems to be an exceedingly difficult one.

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You ask if the County Collector, Auditor and Engineer of Essex county can be properly said to be included in the unclassified service, as defined in section II of the Civil Service Law, as "heads of departments," Essex county having adopted the Civil Service Law. The terminology of the classification is unfortunate. As used in the State government, practically all the officials of the State government are clearly to the eye heads of departments in the double sense that they exercise a portion or department of the State government, and also that their work necessarily embraces the services of more than one official. This latter distinction vanishes when the same term is applied to the officials of a municipality or county, and the doubt is made greater by reason of the fact that in section II the classification uses the words, "heads of departments," and in section XII the phrase used is "principal executive officers." I incline to the view that these officials whom you name are properly to be included under the term of "heads of departments," in that they exercise, upon their own initiative, portions or departments of the municipal government. Clearly, if they were working under orders or directions from some higher official, they could not be considered as heads, but since there is no one superior to them in their particular functions, it seems that they are heads, and also that they are heads of their particular portion of the local government. This fact, added to the extreme difficulty of locating these officials if this method of classification is not adopted, leads me to the belief that it would produce the best results were this interpretation of the phrase adopted; yet I can find no absolute authority upon the point, and I leave the matter to your judgment, with such assistance as I have been able to give.

As to the employes upon certain roads and bridges operated by joint committees from the Essex and Hudson County Boards of Freeholders, the question as to their classification as employes of Essex county, subject to the provisions of the Civil Service Act depends entirely upon the answer to the question as to where lies the power to hire and discharge these employes. If Essex county can singly exercise the power of employment and discharge in my opinion these employes would be listed as com-

ing within the Civil Service Act. If, however, the employment is by a joint committee and the recompense is by a joint committee, it is impossible that these employes should be, as to Essex county, subject to the Civil Service Law, and, as to Hudson county, subject only to the whim of the Board of Freeholders. The method of payment would seem to indicate that the employment was an act of a joint committee, and that neither county would exercise absolute control, in which case, of course, the employes would not be subject to the Essex County Civil Service Law.

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

1. Removals Prohibited from Time of Adoption of Act.

TRENTON, N. J., July 1st, 1908.

Gardner Colby, Esq.,

Secy. Civil Service Commission,

Trenton, N. J.

DEAR SIR—You ask in your letter of June 25th, first, if section two (2) of the Civil Service Act contradicts section one (1) with reference to the time when provisions against removals become effective? Section one (1), with reference to the State, as well as the entirety of the Civil Service Act, with the exception of section two (2), does not become operative until the expiration of six months from the time of its adoption, and forty-five (45) days in the case of municipalities. Section two (2), however, was inserted for the apparent purpose of retaining in office, from the time of the passage of the act, all officers, clerks and employes in the employment of the State, or in the municipality adopting the act, coming within the competitive or non-competitive class of the Civil Service Act. Section two (2), you will notice, has no reference to appointments, and my idea is that it has no bearing whatever upon appointments at any time, and was merely inserted as a provision guaranteeing those in office at the time of the adoption of the act by the State, or by

any municipality, under the provisions of section twenty-four (24).

Your second question is, if the act is to be construed, so far as removals are concerned, by section one (1), or section two (2). Prior to the expiration of the time fixed by the statute when the act is to go into effect, removals are to be construed by section two (2); thereafter by section one (1).

Your third question is whether section two (2) prevents any removals in the State's service from and after the date of the approval of the act. The purpose of section two (2), as I read it, is to prevent removals in the State's service, within the competitive and non-competitive classes, after the date of the approval of the act, except in accordance with the provisions of section twenty-four (24).

Your fourth question is as to the meaning of the word "now" in the second section, in reference to municipalities who may hereafter adopt the act, but do not adopt it at the time of its approval. In order to give this word its proper effect, "now" must necessarily refer to the time of the adoption of the act by any municipality. To hold that the word must refer to the time of the passage of the act is to make the section nugatory.

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

1. Meaning of Head of a Department.

TRENTON, N. J., July 14th, 1908.

Gardner Colby, Esq.,

Sec'y Civil Service Commission,

Trenton, N. J.

DEAR SIR—I do not see how I can make more clear to you my interpretation of the meaning of the phrase "Head of a Department" than by my letter of June 24th. * * *

It is quite true, necessarily, that any governmental official is surrounded by restrictions so that his independent action is, to a certain extent, checked, but I conceive the head of a department

to be such official who, *subject to legal regulations*, within the circle of those regulations in the performance of his duties acts upon his own judgment, and issues orders to his subordinates, if any there are, and that he is distinguished from a subordinate in that, within the circle of his authority, subject to the prescribed regulations, he performs his duties without other orders than those prescribed by law, while the subordinate in a department necessarily is without any discretionary authority, except such as may be conferred by statute, and executes his duties subject to the supervision and direction of a directly superior authority in his own department. * * * *

Very truly yours,
NELSON B. GASKILL,
Asst. Attorney-General.

I. Classification of Persons in Quartermaster-General's Department Performing Clerical Duties.

TRENTON, N. J., Aug. 31st, 1908.

Willis F. Johnson, Esq.,
Pres. Civil Service Commission,
Trenton, N. J.

DEAR SIR—* * * I understand the phrase, "officers and persons in the militia," to apply to all persons, with reference to the Quartermaster-General's Department, filling offices which necessarily, under the military law, carry some military commission or detail. For instance, the military storekeeper is by virtue of the statute a commissioned officer of the National Guard, and although he performs no actual military duty, he is clearly in my judgment within the unclassified service. I do not think the same rule could possibly apply to the stenographer or clerk. Such employes, therefore, as are enlisted, warranted or commissioned, necessarily in the military service come within the definition. I do not think any other employes not so qualified should be included within the specified classification.

Very truly yours,
NELSON B. GASKILL,
Asst. Attorney-General.

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1. **Boards of Education Independent of State and Municipal Government.**

TRENTON, N. J., Sept. 23d, 1908.

*Gardner Colby, Esq.,
Secy. Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your letter of the 18th in which you ask if the Board of Education of the city of Newark is a separate and independent body, or a part of the State government, with reference to the operation of the Civil Service Act.

In my judgment each board of education is an independent local civil government, not a department of any city, nor of the State government. By the School Act each district is specially constituted, and the board of education is made a body corporate, and is given power to sue and be sued, to purchase, lease, receive, hold and sell property, real and personal, and to take and condemn land and other property for school purposes. Its elections are separate and apart from other State or municipal elections, and in distinction from all other elections, women are, on certain questions, permitted to participate therein. Its moneys are held, not by the city treasurer, but by a custodian of the school funds who gives separate bond therefor.

The case of *Riccio v. Hoboken*, 40 Vr. 649-662, approved in *Howe v. Board of Education*, 43 Vr. 163, clearly indicates this independent character of the school district.

In my judgment, therefore, the Board of Education of the city of Newark is not a part of the Newark city government and affected by the adoption of the Civil Service Law by the city of Newark or the Freeholders of Essex county. Neither is it a department of the State government, thereby affected by the adoption of the Civil Service Law by the State Legislature, but it is in my judgment such an independent local civil government that the Civil Service Government will not apply to it until adopted by resolutions of the board of education.

NELSON B. GASKILL,
Asst. Attorney-General.

1. Schools for Industrial Education and Municipal Institutions.

TRENTON, N. J., Oct. 9th, 1908.

*James Kerney, Esq.,
Civil Service Commissioner,
Trenton, N. J.*

DEAR SIR—Answering your letter of the 8th, with reference to the schools for industrial education and the applicability of the Civil Service Law to them, I beg to say that the fact that the Board of Trustees of such institutions are named by the Governor does not constitute such schools State institutions. The managers, of course, being named by the Governor, are State officials as such, but the schools themselves are municipal institutions and the employes thereof are municipal employes.

Very truly yours,
NELSON B. GASKILL,
Asst. Attorney-General.

1. Newark Free Public Library Part of Newark Municipal Government.

TRENTON, N. J., Oct. 9th, 1908,

*Gardner Colby, Esq.,
Secy. Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your letter of the 7th, enclosing copy of a letter from the Chairman of the Finance Committee of the Free Public Library of the city of Newark, asking that a ruling be obtained on the status of this institution with reference to the Civil Service Law adopted by the city of Newark.

In my judgment the Free Public Library of the city of Newark is such department of the city government that it became subject to the provisions of the Civil Service Law upon the adoption of that law by the city of Newark. It is true that one section of the act, providing for the establishment of free public libraries (Sec. 6, Chap. 150, P. L. 1905), makes the trustees of a free public library a body corporate, with powers of succession, of suit, management of property, etc., but there is not sufficient parallel between the library service and the public school

service to place the trustees of the Free Public Library of Newark upon the same basis, with reference to the Civil Service Law, as that occupied by the School Board.

An examination of the whole Act of 1905 shows that in the first instance the establishment of the Free Public Library and the Board of Trustees is by an election of the legal voters of a municipality. The trustees are appointed by the Mayor. They are the trustees in fact of the city for the lands and the buildings occupied by them in the library service, the real estate being held by the city in its own name. The buildings may be erected only with the consent of the governing body of the municipality, and so on following through the act, it appears that while the Board of Trustees is a body corporate, with certain powers. It exercises those powers, not as an independent organization, but as a subordinate part of the city government, and is, therefore, in my judgment, subject to the Civil Service Law in the city of Newark by reason of the adoption of the law by that municipality.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

1. Classification of State Librarian, Custodian of the State House and Curator of the State Museum.

TRENTON, N. J., Oct. 23d, 1908.

Frank B. Jess, Esq.,

*Chief Examiner, Civil Service Commission,
Trenton, New Jersey.*

DEAR SIR—I have your letter of the 21st, in which you ask if the State Librarian, the Custodian of the State House and the Curator of the State Museum are to be considered heads of departments within the terms of the Civil Service Law, and, in reply, I beg to say that, upon examination of the acts constituting these offices and prescribing their duties, I am of opinion that the persons holding these offices are, within the terms of the Civil Service Act, heads of departments.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

I. Meaning of Words "Superintendents of."

TRENTON, N. J., Nov. 23d, 1908.

*Gardner Colby, Esq.,
Secy. Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your letter of the 20th, asking for an interpretation of Paragraph nine (9) of Section II of the Civil Service Law, where, after proceeding to describe certain officials as included in the unclassified service, the act reads:

"All superintendents of, teachers and instructors in the public schools and State institutions, county superintendents and members of all boards of education, etc."

You ask whether the words "superintendents of" refer to the superintendents of State institutions, or simply to superintendents of public schools. In my judgment, the words "superintendents of, teachers and instructors in the public schools and State institutions" refer both to the superintendents of public schools and to the superintendents of State institutions. The words "public schools and State institutions" being distinctly joined, are incapable of separation, and the preceding qualifying words "superintendents of, teachers and instructors" refer necessarily, as it seems to me, to public schools and State institutions as well. This results, as it seems to me, in the classification of superintendents of public schools and State institutions in the unclassified service. If there was any other intention in the minds of those who drew the bill it does not seem to me to be apparent from the reading of the act.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

APPENDIX IV.

RULES AND THE CIVIL SERVICE LAW

(I)

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CIVIL SERVICE RULES.

NOTE.—As the law is very comprehensive and detailed, many of its more specific provisions are reprinted in the rules under the heading to which they refer. The rules prepared by the Commission are numbered. The provisions of the law are designated by letters of the alphabet.

RULE I.

CLASSIFICATION.

(a) The civil service of the State of New Jersey, and of the municipalities thereof when and as they may adopt the provisions of this act in the manner hereinafter provided, shall be divided into the Unclassified Service and the Classified Service. (Section 11.)

(b) The Unclassified Service shall not be subject to any of the provisions of this act, and shall include the following classes:

All officers elected by popular vote;

All officers appointed by the Governor, with or without the advice and consent of either or both branches of the Legislature;

All officers and employes appointed by either or both branches of the Legislature;

All election officers;

All heads of departments of the State government, and members of commissions and boards thereof, and all appointments of the mayor; and also all heads of departments the members of commissions and boards elected by the board of aldermen, common council, or other governing body of the municipalities that may adopt the provisions of this act;

All law officers of any municipality that may adopt the provisions of this act;

All officers and persons in the militia;

All superintendents of, teachers and instructors in the public schools and State institutions, county superintendent and members of all boards of education, all police magistrates appointed by the mayor or other head officer of any municipality that may adopt the provisions of this act. (Section 11.)

(c) The Classified Service shall include all persons in the paid service of the State or the municipalities thereof that may adopt the provisions of this act not included in the Unclassified Service. (Section 11.)

(d) The officers, positions and employments in the Classified Service of the State, and of the municipalities thereof that may adopt the provisions of this act, shall be arranged by the civil service commission in four classes, to be designated as the Exempt Class, the Competitive Class, the Non-competitive Class and the Labor Class, which classification may be changed from time to time as the Commission shall deem proper. (Section 12.)

RULE II.

EXEMPT CLASS.

(a) The following positions shall be included in the Exempt Class:

The deputy or first assistant of principal executive officers authorized by law to act generally for and in the place of his principal;

The legal assistants of the law department of the State, and of the municipalities adopting the provisions of this act, and in the offices of prosecuting attorneys to the number actually engaged in trial or appeal work and appearing in the courts;

One secretary or clerk of each department, board and commission authorized by law to appoint a secretary or clerk;

One private secretary or clerk, or stenographer, of each judge or each principal executive officer;

All officials of State and county institutions who must of necessity be physicians;

In addition to the above there may be included in the exempt class all other offices or positions, except laborers, for the filling of which competitive or non-competitive examinations shall be found by the Civil Service Commission to be impracticable. But no office or position shall be deemed to be in the Exempt Class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the said Commission. Not more than one appointment shall be made to or under the title of any such office or position unless a different number is specifically mentioned in the rules. After six months from the date of the approval of this act, or forty-five days after the date of its adoption by any municipality of this State, no office or position shall

be classified by the Commission in the Exempt Class except after public hearing by the Commission or any member thereof. Suitable public notice of such hearings shall be given by the said Commission. At any such hearing any citizen of this State shall have the right to be heard, either in person or by counsel, either in opposition to or in favor of the proposed exemption. Appointments in the Exempt Class may be made without examination. (Section 13.)

(1) A request that, in accordance with Clause 6 of Section 13, a position be included in the exempt class shall be made in the form prescribed by the Commission, and shall set forth in detail the true grounds on which it is based. A public hearing shall then be set of which the Commission shall give at least one week's notice by publication in one issue of the two official newspapers and by mailing notices to the daily papers in the State, or in the municipality if the position is in a municipal service.

(2) The positions in the exempt class in each department or office shall be those only which are specifically named in Schedule A, which is hereby made a part of this rule, or which may hereafter, by action of the Commission, in accordance with the provisions of the law and of this rule, be included therein.

RULE III.

COMPETITIVE CLASS.

(a) The Competitive Class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations, and shall include all positions and employments now existing or hereafter created, of whatever functions, designations or compensation, in each and every branch of the classified service, except such positions as are in the exempt class, the non-competitive class or the labor class. Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction, under the provision of this act and the rules made in pursuance thereof, by appointment from among those certified to the appointing officer in accordance with the provisions of section twenty-one of this act. (Section

(1) All positions in the competitive class shall be arranged in groups based upon the character of the service rendered, as follows:

Group A. *Clerks*, which term shall include all positions, the duties of which are of a clerical character, and which are not otherwise specifically provided for herein.

Group B. *Cashiers*, which term shall include all positions the duties of which are the actual receipt, custody or disbursement of money or the enforcement of the accountability for the same.

Group C. *Custodians and Messengers*, which term shall include all positions the duties of which are the charge of property or persons or as attendants.

Group D. *Engineers*, which term shall include all positions where qualifications of an engineering or cognate character are required.

Group E. *Inspectors*, which term shall include all positions the duties of which are the inspection of materials or workmanship or the supervision of work.

Group F. *Special Agents*, which term shall include all positions requiring investigative and detective ability.

Group G. *Law Positions*, which term shall include all positions requiring some legal knowledge.

Group H. *Medical Positions*, which term shall include all positions requiring medical or pharmaceutic knowledge.

Group I. *Mathematicians*, which term shall include all positions requiring special mathematical qualifications.

Group J. *Scientists*, which term shall include all positions requiring special scientific knowledge.

Group K. *Agriculturists*, which term shall include all positions requiring agricultural or horticultural knowledge, including arboriculture and the breeding and care of animals.

Group L. *Instructors*, which term shall include all positions the duties of which are scholastic instruction or to educate or test the ability to instruct.

Group M. *Mechanics and Craftsmen*, which term shall include all positions requiring special mechanical skill, or as tradesmen not classed as laborers.

Group N. *Miscellaneous Positions*, which term shall include all positions requiring expert or other qualifications not embraced in the exempt or non-competitive classes, or in other groups in this class.

Group O. *Positions in the Uniformed Police Force.*

Group P. *Positions in the Uniformed Fire Force.*

(2) The omission in the above classification of any official designation or appellation of a position in the service shall not be held to exclude such position from the classification, as it will be comprised in the group and subdivision to which it belongs by the general definition and specifications of such group and subdivision.

(4) The Commission may further subdivide for the purpose of examination or promotion the positions in any group or subdivision.

RULE IV.

APPLICATIONS.

(a) All examinations required to be held by the provisions of this act both for positions in the competitive class and the non-competitive class, or any other class where examinations are required to be held, shall be free to all citizens of the State of New Jersey with the limitations specified in the rules of the Commission as to residence, age, sex, health, habits and moral character. (Section 18.)

(b) The Commission shall require persons applying for admission to any examination provided for under this act or under the rules and regulations of the said Commission, to file in its office within a reasonable time prior to the proposed examination a formal application in which the applicant shall state under oath or affirmation:

Full name, residence and post-office address;

Nationality, age and the place and date of birth;

Health and physical capacity for public service;

Business and employments and residences for the five previous years;

Such other information as may reasonably be required touching the applicant's merit and fitness for the public service; but no inquiry shall be made as to any religious opinions and political affiliations of the applicant. (Section 19.)

(c) Blank forms for such applications shall be furnished by the said Commission without charge to all persons requesting the same. The said Commission may require in connection with such application such certificates of citizens, physicians or others having knowledge of the applicant as the good of the service may require. (Section 19.)

(1.) No person shall be admitted to examination until he has filed an application under oath upon a form prescribed by the Commission, giving such evidence in regard to age, citizenship, character, physical and mental capacity, previous employment, training and fitness as the Commission may require. All applications must be filled out and signed in the handwriting of the applicant, except that persons who are unable to write may have their applications filled out by some other person, but must have their name identified by their mark and said mark witnessed.

(2) Every application must bear the certificates of at least three reputable citizens to the effect that they have personally known the applicant; that they have read his statement, and believe it to be correct; that they know him to be of good character and reputation, and that they will, upon request, give the Commission such further facts concerning him as they may possess.

(3) The Commission may fix the limits of time between which applications for a given examination shall be presented; but such period shall in no case be less than ten days.

(4) A defective application shall be returned for correction, and shall be accepted if returned in correct form before the date of examination.

(5) No application shall be accepted unless the applicant is within the age limitations fixed by the Commission for entrance to the position to which he seeks to be appointed.

(6) Where physical qualifications are necessary, the Commission may require the applicant to file with his application a certificate of physical fitness from a reputable physician, or, in its discretion, may require the applicant to submit to examination before physical examiners appointed by the Commission.

(7) In applications for examination for positions requiring scientific, professional or technical qualifications, the Commission

may require evidences of special education for, or of practical experience for a satisfactory term in, such science, profession, art or trade; and shall require the production of such certificates of competency and licenses as are provided by the statutes of this State as necessary to enable the practice of any profession, art or trade. (Adopted Oct. 6, 1908.)

(8) Applications when presented shall be dated, numbered and recorded in the order of their receipt.

RULE V.

COMPETITIVE EXAMINATIONS.

(a) Such examinations shall be practical in their character and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the position to which they seek to be appointed, and may include tests of physical qualifications and health, and when appropriate, of manual skill. No question in any examination shall relate to political or religious opinions or affiliations. (Section 18.)

(b) The Commission shall control all examinations, and may, whenever an examination is to take place, designate a suitable person or persons, either in or not in the official service of the State, to be examiners, and it shall be the duty of such examiners, and if in the official service it shall be part of their official duty, without extra compensation, to conduct such examinations as the Commission may direct, and to make return or report thereof to said Commission; and the said Commission may at any time substitute any other person, whether or not in such service, in the place of any one so selected; and the Commission may themselves at any time act as such examiners and without appointing examiners. (Section 18.)

(c) Such examinations shall be held in such locality or localities as will most readily provide equal opportunity for all citizens of the said State with reference to positions in the service of the State, or to all citizens of any municipality that may hereafter adopt the provisions of this act with reference to positions in the service of the said municipality. (Section 18.)

(d) Due and sufficient notice thereof being given in such manner that all persons interested in the said examinations may have an opportunity of learning of the time, place and conditions of the said examinations. Such notice of the time and place

and general scope of every examination shall be given by the Commission, by publication, for two weeks preceding such examination, in such newspapers of general circulation throughout the State as the Commission shall prescribe, and such notice in printed form shall also be sent by the commissioners to the county clerks of each county, and by them promptly posted in a conspicuous place in the clerk's office of the said county. (Section 18.)

(e) The said Commission may refuse to examine an applicant or after examination to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position or employment for which he applies, or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks employment, or who is addicted to the habitual use of intoxicating liquors to excess, or who has been guilty of any crime or of infamous or notoriously disgraceful conduct, or who has been dismissed from the public service for delinquency or misconduct, or who has made false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment. Whenever the said Commission refuses to examine an applicant or after an examination to certify an eligible, as approved by this section, then the said Commission, upon the request of such person, shall grant to him a hearing upon the cause of such refusal. (Section 19.)

(1) Written competitive examinations for positions in the State service shall be open to all citizens of the State who comply with the preliminary requirements, and who are not debarred by the Commission for sufficient cause in accordance with Section 19 of the Civil Service Law. Such examinations shall be held in Camden, Newark and Trenton, and in such other places as the Commission may, on account of the number of applicants, deem advisable. Examinations for the service of a municipality shall be confined to persons having a legal voting residence in that municipality, except in case of positions of a technical or other character, in which such restriction is impracticable. (Amended November 24, 1908, and January 12, 1909.)

(2) The Commission shall designate suitable persons in the localities in which examinations are held to act as local examiners, who shall perform such duties in connection with the

examinations as the Commission or the Chief Examiner may require. When necessary, the Commission may also designate special or expert examiners and examining physicians to assist in the drawing up, conduct or marking of examinations.

(3) Examinations may include special oral, practical, medical and physical tests, which may precede or follow the written examination, and shall be held at such places only as the Commission may designate. Written records of all such tests in the case of each candidate examined must be filed.

(4) As far as practicable, examinations shall be held periodically, and the dates of examinations published during the first week of the calendar year.

(5) All examinations shall be advertised at least two weeks prior to the final date for the receipt of applications by at least three insertions in two newspapers of general circulation, designated by the Commission as official, in the State or municipality, as the case may be; by mailing notice to daily papers in the State or municipality, and by sending notices in printed form to the county clerks of all counties, or of the county in which the municipality is situated, for posting in a conspicuous place, as well as by posting a copy in the office of the Commission.

(6) The notice of examination shall set forth in each case the title of the position, the time and place of examination, the date upon which the receipt of applications will close, the place or places where applications can be procured and filed, and such other information as the Commission may deem pertinent.

(7) The subjects of examination and the weight to be attached to each subject in marking shall be determined by the Chief Examiner, subject to the direction of the Commission. Each subject shall be marked upon a scale of 100, which shall represent the maximum possible attainment, and no person shall be placed upon the eligible list whose final average rating is less than 70 per cent., or whose rating on any one subject is less than 50 per cent.

(8) In preparing the questions to be used in an examination, the Chief Examiner may consult with the head of the department or with experts in regard to the duties of the position to be filled. But the questions actually to be used shall be kept absolutely secret in advance of the examination.

(9) Whenever a position has a fiduciary or executive character the commission may require, as a part of the examination, such special certificates by reputable and responsible persons as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper.

(10) Before proceeding to answer the questions in the examination each competitor shall be required to fill out and sign a declaration sheet giving his full name and address and such other information as the Commission may require, and to seal the same in an official envelope. The envelope and the papers of the candidate shall be marked with an identical number. At the close of the examination the envelopes shall be placed in a sealed package and deposited in a safe, and the package shall not be opened for identification of the papers until the marking on all the papers has been completed. Any paper bearing the name of the candidate, or any other identification mark, shall be rejected, and specific announcement of this fact shall be made at the commencement of the examination.

(11) Upon the completion of the marking each candidate shall receive notice of his rating, and shall, on application, subject to the regulations of the Commission, be permitted to see the eligible list and inspect his paper.

(12) No request for a review of the marking shall be entertained by the Commission unless made within fifteen days of the date when the notice as to the standing of the candidate is sent out, and no change in rating shall be made unless some manifest error shall appear on the face of the papers.

(13) No person who has entered any competitive or non-competitive examination for a position in the classified service shall be admitted within nine months from the date thereof to a new examination for the same position. (Adopted Oct. 6, 1908.)

RULE VI.

ELIGIBLE LISTS.

(a) From the returns or reports of examiners, or from the examinations made by the Commission, the commissioners shall prepare a register for each grade or class of positions in the

classified service of the State, or of any municipality that may hereafter adopt the provisions of this act, of the persons who shall attain such minimum mark as may be fixed by the Commission for any part of such examination and whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of said Commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination; *provided, however*, that if any honorably discharged soldier, sailor or marine having served in the War of the Rebellion, shall be among those whose names are placed on such register, such soldier, sailor or marine shall be considered as standing highest in rank thereon, and if two or more names of such soldiers, sailors or marines shall be found on said register, they shall rank as to each other according to their relative excellence as determined by said examination. (Section 20.)

(b) The term of eligibility of an applicant shall be fixed for each list by the Civil Service Commission at not less than one nor more than three years. Appointments shall be made from the eligible list most nearly appropriate, and a new and separate list shall be created for a stated position only when there is no appropriate list existing from which appointment may be made. (Section 14.)

(1) The names of all candidates who fulfill all the requirements and receive a final average rating of 70 per cent. or over in the examination, and not less than 50 per cent. in any one subject, shall be placed upon the proper eligible list in the order of their standing in the examination, except that veterans of the War of the Rebellion who present evidence of their honorable discharge shall, in the order of their standing, be placed at the head of the list. Against each name shall be noted the date of examination, the date on which the name was entered on the list and the average rating.

(2) When two or more eligibles have received the same average rating, the person first filing his application, or, if the examination be for promotion, the first appointed in the department, shall have priority.

(3) A name shall be removed from the eligible list at the expiration of two years, unless in the judgment of the Commission it is advisable that the names of all those whose eligibility

would expire at the same time should be continued on the list for a third year.

RULE VII.

CERTIFICATION AND APPOINTMENT.

(a) The head of a department, office or institution in which a position classified under this act is to be filled shall notify said Commission of that fact, stating the title or name of the position to be filled, the duties to be performed and the compensation to be paid, and said Commission shall certify to the appointing officer the names and addresses of three candidates standing highest upon the register for the class or grade in which the said position belongs, and the head of such department, office or institution shall select one of the three so certified, and after a candidate has been certified three times by the commission and shall not be accepted by the head of department, office or institution, his name shall not again be certified to the same head of department, office or institution except at the request of such head of department, office or institution. In making such certification, sex shall be disregarded, except when some statute, the rules of the said Commission, or the appointing power shall specify sex. (Section 21.)

(b) All appointments and promotions to positions in the competitive, non-competitive and labor classes of the classified service shall be for a probationary period of three months. If, at the close of this probationary term, the conduct or capacity of the probationer has not been satisfactory to the appointing officer the probationer shall be notified in writing that he will not receive absolute appointment; otherwise his retention in the service shall be equivalent to his final and absolute appointment. (Section 17.)

(c) No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be assigned to perform the duties other than those properly pertaining to the position which he legally holds. (Section 14.)

(d) When any position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond, or other security, in lieu thereof, and shall notify the Commission of the amount of said bond required; provided, however, that any surety company of this State, or any surety company of any other State of the United States authorized to transact business in this State, shall be a sufficient surety on any such bond. (Section 10.)

(1) A requisition by the head of a department for the certification of eligibles from which he may make appointment shall state specifically the title and duties of the position to be filled, the compensation to be paid and whether the position is to be filled permanently or for a temporary period.

(2) The Commission in making certification in response to such requisition shall give the full name and address and the average rating obtained in the examination of the three persons standing highest upon the most appropriate list, and shall immediately notify such persons of such certification and the title and salary of the position to be filled.

(3) The appointing officer shall make selection, with reference solely to merit and fitness, from the three names certified, unless objection shall be made, and sustained by the Commission, to one or more of the persons named for any of the reasons stated in Section 19 of the Civil Service Law, (Rule V), in which case the certification shall be completed by the addition of the name or names next following upon the eligible list. If there be more than one vacancy to be filled, certification and selection shall be made for each vacancy in the same manner.

(4) The person selected shall be duly notified by the appointing officer, and upon accepting and reporting for duty, shall receive from such officer a certificate of appointment for a probationary period of three months. If his conduct or capacity on probation is unsatisfactory to the appointing officer, the probationer shall be notified in writing at least two weeks in advance that at the end of such period he will, for that reason, not be retained; otherwise his retention in the service shall be equivalent to his final and absolute appointment.

Every officer under whom any probationer shall serve during any part of his probation shall carefully observe the quality and value of the services rendered by such probationer, and his conduct, and if so required shall report in writing to the proper appointing officer the facts observed by him, showing the character and qualifications of such probationer, and of the service rendered by him, and such reports shall be preserved on file. (Adopted Oct. 6, 1908.)

Whenever two or more persons appointed from the same eligible list are serving as probationers in the same department, and there is necessity for a reduction of the force of such department affecting such persons, they shall be preferred for retention in the order of their original standing upon such list. (Adopted Oct. 6, 1908.)

(5) In case an eligible certified for appointment on probation shall decline appointment, his name shall be stricken from the list and shall only be restored to said list in the discretion of the Commission upon his written request stating his reasons for declination. If the declination is on account of the location of the office, or on account of the amount of salary, the eligible shall not be again certified for the same locality or for the same or less salary.

(6) When an eligible certified for appointment shall fail to accept an offer of appointment by mail within six business days next succeeding the mailing of notice of appointment, or within the same or next succeeding business day when the notification is sent by telegram, he shall be deemed to have declined the appointment.

(7) If a person who is not entitled to certification is appointed, his appointment, upon due notification from the commission, shall be revoked.

(8) Whenever a vacancy exists in a position in the competitive class, and an open competitive examination duly advertised does not result in an eligible list for such position, the head of the office may nominate a person to the Commission for non-competitive examination, and if such nominee shall be certified by the Commission as qualified, he may be appointed to fill such vacancy. In case there is a person serving in such a position under provisional examination, and no one applies to compete with him in an open competitive examination duly advertised, the provisional appointment of such person may be made permanent. (Adopted Oct. 6, 1908.)

RULE VIII.

SEASON, TEMPORARY AND EMERGENCY APPOINTMENTS.

(a) Nothing contained in this act shall be construed to prohibit the head of any department, office or institution of this State or of any municipality thereof adopting the provisions of this act employing temporarily, subject to the subsequent approval of the Commission, in cases of emergency, a person or persons to carry out the work of such department, office or institution, but the head of such department, office or institution, upon employing any such person or persons shall immediately give notice thereof to the Commission created by this act, and as soon thereafter as practicable a person shall be selected in accordance with the other provisions of this act, whereupon the services of the person or persons so temporarily employed shall cease. In no case shall such employment continue for a longer period than two months, nor shall successive temporary appointments be made to the same position under this provision. (Section 29.)

(1) All positions in the competitive class, where the nature of service is such that it is not continuous through the year, but recurs in each successive calendar year, shall be designated as season positions. Any person originally appointed to or employed in a season position, under the provisions of these rules, and who has been temporarily separated from the service by the expiration thereof in any year, shall be entitled to re-appointment to or re-employment in the same position in the next ensuing year, upon filing in the office of the Commission, in such form as it may prescribe, a request for such re-appointment or re-employment within six weeks previous to and at least thirty days before the date of resumption of such short term service. The Commission shall certify to the proper appointing or employing officer the names and postoffice addresses of the persons who have made such formal requests, and they shall be reinstated in the positions vacated by them in the previous year in the order of the date of their original appointment or latest promotion in the several grades, provided that in the meantime they are not disqualified from any cause. (Adopted Oct. 6, 1908.)

(2) When services are to be rendered of a temporary character, and for a definite period not exceeding six months, the

appointing officer shall inform the Commission, stating the duration of such period, the rate of compensation and other conditions of employment, and may select for such employment one of the first three persons on the appropriate eligible list who, after due notice of the conditions, is willing to accept certification therefor; but successive temporary appointments shall not be made under this clause, nor shall any person be eligible for temporary employment if he has served under temporary appointment in the same department, office or institution within the previous three months. Neither acceptance nor declination of any such temporary employment shall affect the right of an eligible to certification for regular appointment; nor shall acceptance confer any of the rights of promotion, transfer or reinstatement.

RULE IX.

SUSPENSION AND REINSTATEMENT.

(a) Any person holding an office or position under the Classified Service who has been separated from the service without any delinquency or misconduct on his part, but owing to reasons of economy or otherwise, may be reinstated within two years from the date of such separation to the same or similar office or position in the same department; and whenever any permanent office or position in the Classified Service is abolished or made unnecessary, the person or persons legally holding such office or position shall be deemed to be suspended without pay, and the names of such persons shall, on due notification from the appointing officer, be placed by the Commission on a special list, and for a period of two years from the date of the abolishment of such office or position the person who held the same shall be entitled to reinstatement in any office or position of the same or similar kind as that previously abolished, and the names of all such persons, when an office or position is to be filled of a character the same or similar to that previously held by them, shall be certified by the Commission to any appointing officer when such appointing officer shall make known to such Commission, in the manner designated in this act, the office or position to be filled. (Section 23.)

(1) The names of persons suspended without pay, and entitled to reinstatement in accordance with the provisions of Sec-

tion 23, shall be placed on special lists in accordance with the duties performed by such persons in the positions from which suspension is made in the order of the dates of their original appointment to the classified service. Whenever a vacancy occurs in a position for which any special list is appropriate, certification shall be made therefrom, in accordance with the provisions of Rule VII, in preference to certification from any other list until such special list is exhausted.

RULE X.

TRANSFER.

(a) With the consent of the Commission, a person holding an office or position in the Classified Service may on his own request, be transferred to a similar office or position in another office, department or institution, but no transfer shall be made from an office or position in one class to an office or position in another class, nor shall a person be transferred to an office or position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to an office or position held by such person. (Section 23.)

(1) No transfer shall be made or recognized until the Commission has issued a certificate that the proposed transfer is in accordance with law and the provisions of these rules, and no transfer shall be made to a position which, in the opinion of the Commission, can be adequately filled by promotion.

(2) A person holding a position in the competitive class who did not enter the service by qualifying in an open competitive examination may be transferred to a similar position in the same group and grade, provided he has served continuously for at least three years in a position in the same group and three months in the same grade as that from which transfer is proposed. (Adopted October 6, 1908.)

RULE XI.

PROMOTION.

(a) Vacancies in positions in the Competitive Class shall be filled, so far as practicable, by promotions from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotions shall be based upon merit, to be ascertained by examinations to be provided by the Commission, and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority and experience. For the purposes of this section an increase in the salary, or other compensation of any person holding an office or position within the scope of the rules prescribed by the Commission, beyond the limit fixed for the grade in which such office or position is classified shall be deemed a promotion. No person shall be promoted to a position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person except as provided above. (Section 22.)

(1) A change in rank or grade shall constitute promotion. A material change in duties and responsibilities shall be deemed a change in rank and an increase in salary beyond the limits fixed for the grade by Clause 8 of this rule shall be deemed a change in grade.

(2) Vacancies in position in the competitive class above the lowest rank or grade shall, so far as practicable, be filled by promotion from among persons in the same department, office or institution, who have held positions for at least six months in the next lower rank or grade.

3 Promotion shall be based on competitive mental examination, and the comparative efficiency, character, conduct, and seniority and experience in service of the candidates for promotion.

(4) The departments, offices and institutions subject to the provisions of the civil service law are hereby required to establish and maintain efficiency records for each employe holding a posi-

tion in the competitive class, showing the quantity of work performed, the quality of work performed, aptitude and capacity of initiative, punctuality and attendance, and character and habits so far as they affect efficiency or trustworthiness. Such records shall also give a list of all fines and penalties imposed and all commendations bestowed. The Commission shall furnish blank efficiency records upon which the entries shall be made by the immediate chief of the employe to be rated. In the first week of January of each year the head of the department, office or institution shall certify and transmit to the Commission a transcript or summary of such records for the preceding year. An employe's record shall be open to his inspection under proper supervision.

(5) In order to be eligible to any promotion a person must have served continuously for the six months immediately preceding such promotion in a position in the next lower grade and in the same group, in the same office, department or institution in which the promotion is to be made. If there are less than three persons who have so served in the next lower grade in the same group, or if all such persons fail in any promotion examination, then all persons who have so served in the second lower grade of such group shall be eligible to promotion. The Commission may in any case extend eligibility for promotion to the incumbents of any of the following classes of positions: first, persons who for more than six months have served in any of the lower grades in the same group in the same office, department or institution; second, persons who for more than six months have served in another group, but in a similar position in the same office, department or institution; third, persons who for more than six months have served in the same or another group, but in a similar position, in other offices, departments or institutions; provided, however, that no persons in any of the three classes of positions before mentioned shall be eligible to promotion unless the Commission shall find that the nature of the duties of the positions held by such persons are such as naturally and properly fit them to perform the duties of the position to which they seek promotion as fully as the duties of the persons holding positions in the next two lower grades in the same group in the office,

RULE XI.

PROMOTION.

(a) Vacancies in positions in the Competitive Class shall be filled, so far as practicable, by promotions from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotions shall be based upon merit, to be ascertained by examinations to be provided by the Commission, and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority and experience. For the purposes of this section an increase in the salary, or other compensation of any person holding an office or position within the scope of the rules prescribed by the Commission, beyond the limit fixed for the grade in which such office or position is classified shall be deemed a promotion. No person shall be promoted to a position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person except as provided above. (Section 22.)

(1) A change in rank or grade shall constitute promotion. A material change in duties and responsibilities shall be deemed a change in rank and an increase in salary beyond the limits fixed for the grade by Clause 8 of this rule shall be deemed a change in grade.

(2) Vacancies in position in the competitive class above the lowest rank or grade shall, so far as practicable, be filled by promotion from among persons in the same department, office or institution, who have held positions for at least six months in the next lower rank or grade.

(3) Promotion shall be based on competitive mental examination, and the comparative efficiency, character, conduct, and seniority and experience in service of the candidates for promotion.

(4) The departments, offices and institutions subject to the provisions of the civil service law are hereby required to keep and maintain efficiency records for each

such weight, as supplementing the efficiency record, as the Commission shall see fit.

(10) If the vacancy to be filled is in a position in Grades 5, 6 or 7, the Commission may, if it deems that, on account of the executive ability required to fill the position, promotion by competitive examination is impracticable and not for the best interests of the service, hold an original competitive examination without regard to the number of persons in the next lower rank or grade.

(11) Examinations for promotion shall be held at such times and places as the Commission shall designate. Eligible lists shall be drawn up and requisition, certification and appointment made in the same manner as prescribed for original appointment in Rules VI and VII.

(12) The grades for all departments, offices or institutions, except as otherwise specified in these rules, shall be the following:

Grade 1. All positions, the compensation of which is at the rate of not more than \$360 per annum.

Grade 2. All positions, the compensation of which is at the rate of more than \$360 and not more than \$600 per annum.

Grade 3. All positions, the compensation of which is at the rate of more than \$600 and not more than \$1,000 per annum.

Grade 4. All positions, the compensation of which is at the rate of more than \$1,000 and not more than \$1,500 per annum.

Grade 5. All positions, the compensation of which is at the rate of more than \$1,500 and not more than \$2,000 per annum.

Grade 6. All positions, the compensation of which is at the rate of more than \$2,000 and not more than \$2,500 per annum.

Grade 7. All positions, the compensation of which is at the rate of more than \$2,500 per annum.

In determining the rate of compensation for the purposes of this rule, full maintenance in institutions shall be valued at \$150 per annum.

(13) Employees paid according to piece work shall be considered as not graded. (Adopted June 30, 1908.)

(14) In case a statute, or an ordinance, or fixed rule adopted prior to December 1, 1908, provides for a stated increase of sal-

department or institution in which promotion is to be made; but no person shall be eligible to promotion who lacks any of the preliminary requirements for original entrance to the position to be filled by promotion. (Adopted Oct. 6, 1908.)

(6) Whenever there are not more than three persons eligible to any promotion the appointing officer may nominate one of such eligible persons who may be promoted upon passing the required examination; but no examination shall be required for promotion to the next higher grade in such a case (i) when the person promoted has qualified in an open competitive examination and his name is upon the appropriate eligible list for the position to be filled in force at the time of the promotion; (ii) when the promotion is a mere increase in salary without any change whatever in the duties of the person promoted; (iii) when such person entered the service through open competitive examination if there is not required for original entrance to the position to which promotion is sought an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person. (Adopted Oct. 6, 1908.)

(7) In cases where distinct open competitive examinations are customarily held and eligible lists maintained for several grades in the same group, persons who successfully compete in such examinations for grades to which they are eligible to promotion under this rule shall be preferred in certification from the resulting eligible lists over persons not eligible to promotion. (Adopted Oct. 6, 1908.)

(8) Whenever there are more than three persons eligible to any promotion the commission shall hold a competitive examination of those eligible to said promotion and shall cause notices of the same to be posted conspicuously in the office or institution wherein the promotion is to be made and to be mailed to those eligible to the promotion. (Adopted Oct. 6, 1908.)

(9) The Commission shall send to each person entitled to compete for promotion an application blank, upon which the candidate shall state in full his experience in the service, and before entering the service, qualifying him to enter the examination. Such application shall be signed and sworn to and may be given

such weight, as supplementing the efficiency record, as the Commission shall see fit.

(10) If the vacancy to be filled is in a position in Grades 5, 6 or 7, the Commission may, if it deems that, on account of the executive ability required to fill the position, promotion by competitive examination is impracticable and not for the best interests of the service, hold an original competitive examination without regard to the number of persons in the next lower rank or grade.

(11) Examinations for promotion shall be held at such times and places as the Commission shall designate. Eligible lists shall be drawn up and requisition, certification and appointment made in the same manner as prescribed for original appointment in Rules VI and VII.

(12) The grades for all departments, offices or institutions, except as otherwise specified in these rules, shall be the following:

Grade 1. All positions, the compensation of which is at the rate of not more than \$360 per annum.

Grade 2. All positions, the compensation of which is at the rate of more than \$360 and not more than \$600 per annum.

Grade 3. All positions, the compensation of which is at the rate of more than \$600 and not more than \$1,000 per annum.

Grade 4. All positions, the compensation of which is at the rate of more than \$1,000 and not more than \$1,500 per annum.

Grade 5. All positions, the compensation of which is at the rate of more than \$1,500 and not more than \$2,000 per annum.

Grade 6. All positions, the compensation of which is at the rate of more than \$2,000 and not more than \$2,500 per annum.

Grade 7. All positions, the compensation of which is at the rate of more than \$2,500 per annum.

In determining the rate of compensation for the purposes of this rule, full maintenance in institutions shall be valued at \$150 per annum.

(13) Employes paid according to piece work shall be considered as not graded. (Adopted June 30, 1908.)

(14) In case a statute, or an ordinance, or fixed rule adopted prior to December 1, 1908, provides for a stated increase of sal-

ary automatically after a certain term of service, in a police or fire department, the promotion in grade which may thus be effected shall be permitted without examination. (Adopted November 24, 1908.)

(15) On request of the appointing officer, for satisfactory cause expressed in writing to the Commission, a promotion may be made on examination for a probationary period of three months on conditions identical with those of original appointments as set forth in Rule VII (b). In such case the new appointee taking the place of the person thus promoted shall be regarded as a temporary appointee under the provisions of Rule VIII (2), but if the promotion shall, at the end of the period, be made permanent, then the service of the new appointee shall be held to have been probationary, and that appointment shall also be made permanent. (Adopted November 24, 1908.)

RULE XII.

REMOVAL AND REDUCTION.

(a) No officer, clerk or employe in the Classified Civil Service shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of his religious or political opinions or affiliations. Further, no officer, clerk or employe holding a position in the Competitive or Non-Competitive Class of the Classified Civil Service shall be removed, discharged or reduced, except as provided in section seventeen of this act as to probationers, until he shall have been furnished with a written statement of the reasons for such action and been allowed a reasonable time in which to make written answer thereto. In every case of such removal, discharge or reduction a copy of the statement or reasons therefor and of the answer thereto shall be furnished to the Civil Service Commission, and entered upon the records of said Commission and upon the records of the department or office in which the discharged, removed or reduced person was or is employed. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days: *provided, however, that successive suspensions are not to be allowed.* (Section 24.)

RULE XIII.

SPECIAL PROVISIONS AFFECTING THE POLICE AND FIRE SERVICES.

(1) Before admission to an examination for the police or the fire service, each applicant therefor, whose application has been accepted, shall be subjected to medical and physical tests having reference to (i) measurements of weight, height, and chest expansion and mobility; (ii) sight and hearing; (iii) condition of hands, feet, and joints of all limbs; (iv) general organic condition; (v) habits as to the use of stimulants and narcotics; and (vi) previous condition of health. The medical and physical examiners shall report to the Commission in writing the results of such tests upon blank forms provided by the Commission, and no applicant shall be admitted to the examination who is not certified by them to be qualified and sound in each of the aforesaid particulars. (Adopted September 25, 1908.)

(2) The relative measurements required shall be as follows:

POLICE SCHEDULE.

<i>Height.</i>	<i>Minimum Weight.</i>	<i>Maximum Weight.</i>	<i>Minimum Circumference of Chest, Quiescent.</i>	<i>Minimum Mobility.</i>
5 ft. 7½ in.	145 lbs.	185 lbs.	35 in.	2½ in.
5 " 9 "	150 "	190 "	35½ "	2½ "
5 " 10 "	155 "	195 "	36 "	2½ "
5 " 11 "	160 "	205 "	37 "	2½ "
6 " "	165 "	210 "	37½ "	3 "
6 " 1 "	170 "	215 "	38 "	3 "
6 " 2 "	175 "	225 "	39 "	3 "
6 " 3 "	180 "	230 "	40 "	3 "
6 " 4 "	185 "	235 "	41 "	3½ "
6 " 5 "	190 "	245 "	42 "	3½ "

An increase not to exceed 20 pounds may be allowed in each maximum weight prescribed above; provided, however, that in each and every case where the increase is allowed the applicant must be muscular and vigorous and not obese, and his abdominal measurement, at rest, in normal position, over the umbilicus (tape line snug but not tight), must not exceed his chest measurement, at full expansion over the nipples, and also an applicant who may fully comply with the figures above as to height and weight

may be rejected if general adiposis, or any tendency thereto, be a physical characteristic. Provided, that any variations from the prescribed schedule shall be determined by the medical examiner after a careful measurement of the chest and abdominal circumferences of the applicants and comparison of same with the height and weight as fixed by the schedule.

FIRE SCHEDULE.

<i>Height.</i>	<i>Minimum Weight.</i>	<i>Maximum Weight.</i>	<i>Minimum Circumference of Chest, Quiescent.</i>	<i>Minimum Mobility.</i>
5 ft. 6 in.	137 lbs.	177 lbs.	34 in.	2 in.
5 " 8 "	140 "	180 "	35 "	2½ "
5 " 9 "	145 "	185 "	35½ "	2½ "
5 " 10 "	150 "	190 "	36 "	2½ "
5 " 11 "	155 "	195 "	37 "	2½ "
6 "	160 "	205 "	37½ "	3 "
6 " 1 "	165 "	210 "	38 "	3 "
6 " 2 "	170 "	220 "	39 "	3 "
6 " 3 "	175 "	225 "	40 "	3 "
6 " 4 "	180 "	230 "	41 "	3½ "
6 " 5 "	185 "	235 "	42 "	3½ "

A modification of the chest measurement required in both the police and fire schedules may be allowed as follows:

To an applicant whose height is between 5 feet 9 inches and 6 feet, a reduction of one inch or any fraction thereof;

To an applicant whose height is 6 feet or over, a reduction of 1½ inches or any fraction thereof;

Provided, that in each case the applicant shall have a chest expansion of three inches or more. (Adopted September 25, 1908.)

(3) For original entrance to the uniformed police and fire services the Commission shall, except as otherwise provided by law, fix the minimum age limit at not less than 21 years, and the maximum age limit at not more than 30 years at the date of the examination. (Adopted September 25, 1908.)

(4) The subjects of rating in such examination and the relative weights thereof shall be as follows: Physical development and strength, 50; and mental tests, 50. The mental tests shall embrace an elementary knowledge of government, information

as to city streets and localities, writing from memory the substance of communicated orders, and such other elementary subjects as may be prescribed. (Adopted September 25, 1908.)

(5) A candidate to be eligible for appointment must obtain an average of not less than 70 per cent. on the mental tests and 70 per cent. on the physical development and strength. (Adopted September 25, 1908.)

(6) Candidates for appointment from the eligible lists must undergo medical re-examination to ascertain their general physical condition if more than 30 days have elapsed since their original examination. (Adopted September 25, 1908.)

(7) In a competition for promotion in the police or the fire service, the written examination shall cover: the writing of a report to a superior officer on some designated subject; knowledge of the administration, organization and discipline of the police or the fire department; knowledge of the administrative relations of such department with other branches of the city government; knowledge of laws or ordinances relating to police or fire duty; knowledge and construction of departmental rules and regulations; knowledge of the simple rules of evidence (in the case of the police service), and such other pertinent subjects as the Chief Examiner, subject to the direction of the Commission, may prescribe. (Adopted September 25, 1908.)

(8) No candidate shall be eligible for promotion whose ascertained general average is less than 80 per cent. (Adopted September 25, 1908.)

(9) Whenever a position in either the police or the fire service to which promotion is sought calls for qualifications of a special or technical character, the Chief Examiner may, subject to the direction of the Commission, fix such subjects therefor as may be appropriate, in addition to those required for the promotion in grade. (Adopted September 25, 1908.)

(10) In every particular not herein specified, appointments or promotions in the police or the fire service are subject to the general provisions of these rules. (Adopted September 25, 1908.)

RULE XIV.

NON-COMPETITIVE CLASS.

(a) The Non-Competitive Class shall include such positions as are not in the exempt class or the labor class and which it is impracticable to include in the competitive class. Appointments for positions in the Non-Competitive Class shall be made after such non-competitive examination as shall be prescribed by the rules of the Civil Service Commission. And from among those eligible, preference in appointment shall be given to soldiers, sailors or marines who have served in any war of the United States and have been honorably discharged from the United States services. The said Commission shall state in its annual report the number of persons who come within this class, and the character of their services. (Section 15.)

(1) The positions in the Non-Competitive Class shall be those of a minor nature, in penal or charitable institutions or elsewhere, which it is not practicable to fill either through competition or through registration under the provisions of Rule XV and which are specifically named in Schedule B, which is hereby made a part of this rule, or which may hereafter, by action of the Commission, be included therein.

(2) For the conduct of examinations for positions in the Non-Competitive Class, the Commission may, in its discretion, appoint a Board of Examiners in each municipality, department, office or institution in which such positions are classified, composed of not less than three of the superior officers or employes. Each Board shall transmit to the Commission, at the end of each month, a statement of the results of the examinations they have conducted, setting forth the names of the persons examined or appointed, the compensation of each, and such other information as the Commission may require. (Amended January 12, 1909.)

(3) The Commission shall provide a particular form of application, upon which shall be noted the requirements as to age, residence and physical condition, and the fact that the appointing officer has power to select for appointment, with sole regard to merit and fitness, at will from among those who are found qualified as the result of examination, except that veterans en-

titled to preference under Section 15, and who have proved their eligibility through examination, shall be first appointed.

(4) Examinations for positions in the non-competitive class shall be such as shall determine the following qualifications:

First. That the person examined is within the limits of age prescribed for the position or employment to which he has been named;

Second. That he is properly certified as free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties;

Third. That his character is such as to qualify him for such position or employment; and

Fourth. That he possesses the requisite knowledge and ability to enter on the discharge of his duties in the service.

To preserve a uniform standard in such qualifications for like positions and employments in the various institutions and offices, the Commission, after consultation with the principal officers concerned, may by regulations prescribe uniform limitations and tests for the government of the examiners. (Adopted Oct. 6, 1908.)

(5) Appointments to positions in the Non-Competitive Class shall be for a probationary period of three months, and shall be made in the manner prescribed by Clause 4 of Rule VII. Removals are subject to the provisions of Rule XII.

RULE XV.

LABOR CLASS.

(a) The Labor Class shall include ordinary unskilled laborers. Vacancies in the Labor Class shall be filled by appointment from lists of applicants registered in their respective localities by the Civil Service Commission. Preference in employment from such lists shall be given according to the date of application. There shall be separate lists of applicants for different kinds of labor or employments, and the said Commission may establish separate labor lists for various localities, institutions and departments. The said Commission shall require an applicant for registration for the labor service before he can be registered to furnish evidence or to pass such examinations as they may deem

Whenever two or more persons appointed from the same eligible list are serving as probationers in the same department, and there is necessity for a reduction of the force of such department affecting such persons, they shall be preferred for retention in the order of their original standing upon such list. (Adopted Oct. 6, 1908.)

(5) In case an eligible certified for appointment on probation shall decline appointment, his name shall be stricken from the list and shall only be restored to said list in the discretion of the Commission upon his written request stating his reasons for declination. If the declination is on account of the location of the office, or on account of the amount of salary, the eligible shall not be again certified for the same locality or for the same or less salary.

(6) When an eligible certified for appointment shall fail to accept an offer of appointment by mail within six business days next succeeding the mailing of notice of appointment, or within the same or next succeeding business day when the notification is sent by telegram, he shall be deemed to have declined the appointment.

(7) If a person who is not entitled to certification is appointed, his appointment, upon due notification from the commission, shall be revoked.

(8) Whenever a vacancy exists in a position in the competitive class, and an open competitive examination duly advertised does not result in an eligible list for such position, the head of the office may nominate a person to the Commission for non-competitive examination, and if such nominee shall be certified by the Commission as qualified, he may be appointed to fill such vacancy. In case there is a person serving in such a position under provisional examination, and no one applies to compete with him in an open competitive examination duly advertised, the provisional appointment of such person may be made permanent. (Adopted Oct. 6, 1908.)

RULE VIII.

SEASON, TEMPORARY AND EMERGENCY APPOINTMENTS.

(a) Nothing contained in this act shall be construed to prohibit the head of any department, office or institution of this State or of any municipality thereof adopting the provisions of this act employing temporarily, subject to the subsequent approval of the Commission, in cases of emergency, a person or persons to carry out the work of such department, office or institution, but the head of such department, office or institution, upon employing any such person or persons shall immediately give notice thereof to the Commission created by this act, and as soon thereafter as practicable a person shall be selected in accordance with the other provisions of this act, whereupon the services of the person or persons so temporarily employed shall cease. In no case shall such employment continue for a longer period than two months, nor shall successive temporary appointments be made to the same position under this provision. (Section 29.)

(1) All positions in the competitive class, where the nature of service is such that it is not continuous through the year, but recurs in each successive calendar year, shall be designated as season positions. Any person originally appointed to or employed in a season position, under the provisions of these rules, and who has been temporarily separated from the service by the expiration thereof in any year, shall be entitled to re-appointment to or re-employment in the same position in the next ensuing year, upon filing in the office of the Commission, in such form as it may prescribe, a request for such re-appointment or re-employment within six weeks previous to and at least thirty days before the date of resumption of such short term service. The Commission shall certify to the proper appointing or employing officer the names and postoffice addresses of the persons who have made such formal requests, and they shall be reinstated in the positions vacated by them in the previous year in the order of the date of their original appointment or latest promotion in the several grades, provided that in the meantime they are not disqualified from any cause. (Adopted Oct. 6, 1908.)

(2) When services are to be rendered of a temporary character, and for a definite period not exceeding six months, the

would expire at the same time should be continued on the list for a third year.

RULE VII.

CERTIFICATION AND APPOINTMENT.

(a) The head of a department, office or institution in which a position classified under this act is to be filled shall notify said Commission of that fact, stating the title or name of the position to be filled, the duties to be performed and the compensation to be paid, and said Commission shall certify to the appointing officer the names and addresses of three candidates standing highest upon the register for the class or grade in which the said position belongs, and the head of such department, office or institution shall select one of the three so certified, and after a candidate has been certified three times by the commission and shall not be accepted by the head of department, office or institution, his name shall not again be certified to the same head of department, office or institution except at the request of such head of department, office or institution. In making such certification, sex shall be disregarded, except when some statute, the rules of the said Commission, or the appointing power shall specify sex. (Section 21.)

(b) All appointments and promotions to positions in the competitive, non-competitive and labor classes of the classified service shall be for a probationary period of three months. If, at the close of this probationary term, the conduct or capacity of the probationer has not been satisfactory to the appointing officer the probationer shall be notified in writing that he will not receive absolute appointment; otherwise his retention in the service shall be equivalent to his final and absolute appointment. (Section 17.)

(c) No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be assigned to perform the duties other than those properly pertaining to the position which he legally holds. (Section 14.)

(d) When any position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond, or other security, in lieu thereof, and shall notify the Commission of the amount of said bond required; *provided, however*, that any surety company of this State, or any surety company of any other State of the United States authorized to transact business in this State, shall be a sufficient surety on any such bond. (Section 19.)

(1) A requisition by the head of a department for the certification of eligibles from which he may make appointment shall state specifically the title and duties of the position to be filled, the compensation to be paid and whether the position is to be filled permanently or for a temporary period.

(2) The Commission in making certification in response to such requisition shall give the full name and address and the average rating obtained in the examination of the three persons standing highest upon the most appropriate list, and shall immediately notify such persons of such certification and the title and salary of the position to be filled.

(3) The appointing officer shall make selection, with reference solely to merit and fitness, from the three names certified, unless objection shall be made, and sustained by the Commission, to one or more of the persons named for any of the reasons stated in Section 19 of the Civil Service Law, (Rule V), in which case the certification shall be completed by the addition of the name or names next following upon the eligible list. If there be more than one vacancy to be filled, certification and selection shall be made for each vacancy in the same manner.

(4) The person selected shall be duly notified by the appointing officer, and upon accepting and reporting for duty, shall receive from such officer a certificate of appointment for a probationary period of three months. If his conduct or capacity on probation is unsatisfactory to the appointing officer, the probationer shall be notified in writing at least two weeks in advance that at the end of such period he will, for that reason, not be retained; otherwise his retention in the service shall be equivalent to his final and absolute appointment.

Every officer under whom any probationer shall serve during any part of his probation shall carefully observe the quality and value of the services rendered by such probationer, and his conduct, and if so required shall report in writing to the proper appointing officer the facts observed by him, showing the character and qualifications of such probationer, and of the service rendered by him, and such reports shall be preserved on file. (Adopted Oct. 6, 1908.)

(9) Whenever a position has a fiduciary or executive character the commission may require, as a part of the examination, such special certificates by reputable and responsible persons as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper.

(10) Before proceeding to answer the questions in the examination each competitor shall be required to fill out and sign a declaration sheet giving his full name and address and such other information as the Commission may require, and to seal the same in an official envelope. The envelope and the papers of the candidate shall be marked with an identical number. At the close of the examination the envelopes shall be placed in a sealed package and deposited in a safe, and the package shall not be opened for identification of the papers until the marking on all the papers has been completed. Any paper bearing the name of the candidate, or any other identification mark, shall be rejected, and specific announcement of this fact shall be made at the commencement of the examination.

(11) Upon the completion of the marking each candidate shall receive notice of his rating, and shall, on application, subject to the regulations of the Commission, be permitted to see the eligible list and inspect his paper.

(12) No request for a review of the marking shall be entertained by the Commission unless made within fifteen days of the date when the notice as to the standing of the candidate is sent out, and no change in rating shall be made unless some manifest error shall appear on the face of the papers.

(13) No person who has entered any competitive or non-competitive examination for a position in the classified service shall be admitted within nine months from the date thereof to a new examination for the same position. (Adopted Oct. 6, 1908.)

RULE VI.

ELIGIBLE LISTS.

(a) From the returns or reports of examiners, or from the examinations made by the Commission, the commissioners shall prepare a register for each grade or class of positions in the

classified service of the State, or of any municipality that may hereafter adopt the provisions of this act, of the persons who shall attain such minimum mark as may be fixed by the Commission for any part of such examination and whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of said Commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination; *provided, however*, that if any honorably discharged soldier, sailor or marine having served in the War of the Rebellion, shall be among those whose names are placed on such register, such soldier, sailor or marine shall be considered as standing highest in rank thereon, and if two or more names of such soldiers, sailors or marines shall be found on said register, they shall rank as to each other according to their relative excellence as determined by said examination. (Section 20.)

(b) The term of eligibility of an applicant shall be fixed for each list by the Civil Service Commission at not less than one nor more than three years. Appointments shall be made from the eligible list most nearly appropriate, and a new and separate list shall be created for a stated position only when there is no appropriate list existing from which appointment may be made. (Section 14.)

(1) The names of all candidates who fulfill all the requirements and receive a final average rating of 70 per cent. or over in the examination, and not less than 50 per cent. in any one subject, shall be placed upon the proper eligible list in the order of their standing in the examination, except that veterans of the War of the Rebellion who present evidence of their honorable discharge shall, in the order of their standing, be placed at the head of the list. Against each name shall be noted the date of examination, the date on which the name was entered on the list and the average rating.

(2) When two or more eligibles have received the same average rating, the person first filing his application, or, if the examination be for promotion, the first appointed in the department, shall have priority.

(3) A name shall be removed from the eligible list at the expiration of two years, unless in the judgment of the Commission it is advisable that the names of all those whose eligibility

Whenever two or more persons appointed from the same eligible list are serving as probationers in the same department, and there is necessity for a reduction of the force of such department affecting such persons, they shall be preferred for retention in the order of their original standing upon such list. (Adopted Oct. 6, 1908.)

(5) In case an eligible certified for appointment on probation shall decline appointment, his name shall be stricken from the list and shall only be restored to said list in the discretion of the Commission upon his written request stating his reasons for declination. If the declination is on account of the location of the office, or on account of the amount of salary, the eligible shall not be again certified for the same locality or for the same or less salary.

(6) When an eligible certified for appointment shall fail to accept an offer of appointment by mail within six business days next succeeding the mailing of notice of appointment, or within the same or next succeeding business day when the notification is sent by telegram, he shall be deemed to have declined the appointment.

(7) If a person who is not entitled to certification is appointed, his appointment, upon due notification from the commission, shall be revoked.

(8) Whenever a vacancy exists in a position in the competitive class, and an open competitive examination duly advertised does not result in an eligible list for such position, the head of the office may nominate a person to the Commission for non-competitive examination, and if such nominee shall be certified by the Commission as qualified, he may be appointed to fill such vacancy. In case there is a person serving in such a position under provisional examination, and no one applies to compete with him in an open competitive examination duly advertised, the provisional appointment of such person may be made permanent. (Adopted Oct. 6, 1908.)

RULE VIII.

SEASON, TEMPORARY AND EMERGENCY APPOINTMENTS.

(a) Nothing contained in this act shall be construed to prohibit the head of any department, office or institution of this State or of any municipality thereof adopting the provisions of this act employing temporarily, subject to the subsequent approval of the Commission, in cases of emergency, a person or persons to carry out the work of such department, office or institution, but the head of such department, office or institution, upon employing any such person or persons shall immediately give notice thereof to the Commission created by this act, and as soon thereafter as practicable a person shall be selected in accordance with the other provisions of this act, whereupon the services of the person or persons so temporarily employed shall cease. In no case shall such employment continue for a longer period than two months, nor shall successive temporary appointments be made to the same position under this provision. (Section 29.)

(1) All positions in the competitive class, where the nature of service is such that it is not continuous through the year, but recurs in each successive calendar year, shall be designated as season positions. Any person originally appointed to or employed in a season position, under the provisions of these rules, and who has been temporarily separated from the service by the expiration thereof in any year, shall be entitled to re-appointment to or re-employment in the same position in the next ensuing year, upon filing in the office of the Commission, in such form as it may prescribe, a request for such re-appointment or re-employment within six weeks previous to and at least thirty days before the date of resumption of such short term service. The Commission shall certify to the proper appointing or employing officer the names and postoffice addresses of the persons who have made such formal requests, and they shall be reinstated in the positions vacated by them in the previous year in the order of the date of their original appointment or latest promotion in the several grades, provided that in the meantime they are not disqualified from any cause. (Adopted Oct. 6, 1908.)

(2) When services are to be rendered of a temporary character, and for a definite period not exceeding six months, the

appointing officer shall inform the Commission, stating the duration of such period, the rate of compensation and other conditions of employment, and may select for such employment one of the first three persons on the appropriate eligible list who, after due notice of the conditions, is willing to accept certification therefor; but successive temporary appointments shall not be made under this clause, nor shall any person be eligible for temporary employment if he has served under temporary appointment in the same department, office or institution within the previous three months. Neither acceptance nor declination of any such temporary employment shall affect the right of an eligible to certification for regular appointment; nor shall acceptance confer any of the rights of promotion, transfer or reinstatement.

RULE IX.

SUSPENSION AND REINSTATEMENT.

(a) Any person holding an office or position under the Classified Service who has been separated from the service without any delinquency or misconduct on his part, but owing to reasons of economy or otherwise, may be reinstated within two years from the date of such separation to the same or similar office or position in the same department; and whenever any permanent office or position in the Classified Service is abolished or made unnecessary, the person or persons legally holding such office or position shall be deemed to be suspended without pay, and the names of such persons shall, on due notification from the appointing officer, be placed by the Commission on a special list, and for a period of two years from the date of the abolishment of such office or position the person who held the same shall be entitled to reinstatement in any office or position of the same or similar kind as that previously abolished, and the names of all such persons, when an office or position is to be filled of a character the same or similar to that previously held by them, shall be certified by the Commission to any appointing officer when such appointing officer shall make known to such Commission, in the manner designated in this act, the office or position to be filled. (Section 23.)

(1) The names of persons suspended without pay, and entitled to reinstatement in accordance with the provisions of Sec-

tion 23, shall be placed on special lists in accordance with the duties performed by such persons in the positions from which suspension is made in the order of the dates of their original appointment to the classified service. Whenever a vacancy occurs in a position for which any special list is appropriate, certification shall be made therefrom, in accordance with the provisions of Rule VII, in preference to certification from any other list until such special list is exhausted.

RULE X.

TRANSFER.

(a) With the consent of the Commission, a person holding an office or position in the Classified Service may on his own request, be transferred to a similar office or position in another office, department or institution, but no transfer shall be made from an office or position in one class to an office or position in another class, nor shall a person be transferred to an office or position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to an office or position held by such person. (Section 23.)

(1) No transfer shall be made or recognized until the Commission has issued a certificate that the proposed transfer is in accordance with law and the provisions of these rules, and no transfer shall be made to a position which, in the opinion of the Commission, can be adequately filled by promotion.

(2) A person holding a position in the competitive class who did not enter the service by qualifying in an open competitive examination may be transferred to a similar position in the same group and grade, provided he has served continuously for at least three years in a position in the same group and three months in the same grade as that from which transfer is proposed. (Adopted October 6, 1908.)

RULE XI.

PROMOTION.

(a) Vacancies in positions in the Competitive Class shall be filled, so far as practicable, by promotions from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotions shall be based upon merit, to be ascertained by examinations to be provided by the Commission, and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority and experience. For the purposes of this section an increase in the salary, or other compensation of any person holding an office or position within the scope of the rules prescribed by the Commission, beyond the limit fixed for the grade in which such office or position is classified shall be deemed a promotion. No person shall be promoted to a position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person except as provided above. (Section 22.)

(1) A change in rank or grade shall constitute promotion. A material change in duties and responsibilities shall be deemed a change in rank and an increase in salary beyond the limits fixed for the grade by Clause 8 of this rule shall be deemed a change in grade.

(2) Vacancies in position in the competitive class above the lowest rank or grade shall, so far as practicable, be filled by promotion from among persons in the same department, office or institution, who have held positions for at least six months in the next lower rank or grade.

(3) Promotion shall be based on competitive mental examination, and the comparative efficiency, character, conduct, and seniority and experience in service of the candidates for promotion.

(4) The departments, offices and institutions subject to the provisions of the civil service law are hereby required to establish and maintain efficiency records for each employe holding a posi-

tion in the competitive class, showing the quantity of work performed, the quality of work performed, aptitude and capacity of initiative, punctuality and attendance, and character and habits so far as they affect efficiency or trustworthiness. Such records shall also give a list of all fines and penalties imposed and all commendations bestowed. The Commission shall furnish blank efficiency records upon which the entries shall be made by the immediate chief of the employe to be rated. In the first week of January of each year the head of the department, office or institution shall certify and transmit to the Commission a transcript or summary of such records for the preceding year. An employe's record shall be open to his inspection under proper supervision.

(5) In order to be eligible to any promotion a person must have served continuously for the six months immediately preceding such promotion in a position in the next lower grade and in the same group, in the same office, department or institution in which the promotion is to be made. If there are less than three persons who have so served in the next lower grade in the same group, or if all such persons fail in any promotion examination, then all persons who have so served in the second lower grade of such group shall be eligible to promotion. The Commission may in any case extend eligibility for promotion to the incumbents of any of the following classes of positions: first, persons who for more than six months have served in any of the lower grades in the same group in the same office, department or institution; second, persons who for more than six months have served in another group, but in a similar position in the same office, department or institution; third, persons who for more than six months have served in the same or another group, but in a similar position, in other offices, departments or institutions; provided, however, that no persons in any of the three classes of positions before mentioned shall be eligible to promotion unless the Commission shall find that the nature of the duties of the positions held by such persons are such as naturally and properly fit them to perform the duties of the position to which they seek promotion as fully as the duties of the persons holding positions in the next two lower grades in the same group in the office,

department or institution in which promotion is to be made; but no person shall be eligible to promotion who lacks any of the preliminary requirements for original entrance to the position to be filled by promotion. (Adopted Oct. 6, 1908.)

(6) Whenever there are not more than three persons eligible to any promotion the appointing officer may nominate one of such eligible persons who may be promoted upon passing the required examination; but no examination shall be required for promotion to the next higher grade in such a case (i) when the person promoted has qualified in an open competitive examination and his name is upon the appropriate eligible list for the position to be filled in force at the time of the promotion; (ii) when the promotion is a mere increase in salary without any change whatever in the duties of the person promoted; (iii) when such person entered the service through open competitive examination if there is not required for original entrance to the position to which promotion is sought an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person. (Adopted Oct. 6, 1908.)

(7) In cases where distinct open competitive examinations are customarily held and eligible lists maintained for several grades in the same group, persons who successfully compete in such examinations for grades to which they are eligible to promotion under this rule shall be preferred in certification from the resulting eligible lists over persons not eligible to promotion. (Adopted Oct. 6, 1908.)

(8) Whenever there are more than three persons eligible to any promotion the commission shall hold a competitive examination of those eligible to said promotion and shall cause notices of the same to be posted conspicuously in the office or institution wherein the promotion is to be made and to be mailed to those eligible to the promotion. (Adopted Oct. 6, 1908.)

(9) The Commission shall send to each person entitled to compete for promotion an application blank, upon which the candidate shall state in full his experience in the service, and before entering the service, qualifying him to enter the examination. Such application shall be signed and sworn to and may be given

such weight, as supplementing the efficiency record, as the Commission shall see fit.

(10) If the vacancy to be filled is in a position in Grades 5, 6 or 7, the Commission may, if it deems that, on account of the executive ability required to fill the position, promotion by competitive examination is impracticable and not for the best interests of the service, hold an original competitive examination without regard to the number of persons in the next lower rank or grade.

(11) Examinations for promotion shall be held at such times and places as the Commission shall designate. Eligible lists shall be drawn up and requisition, certification and appointment made in the same manner as prescribed for original appointment in Rules VI and VII.

(12) The grades for all departments, offices or institutions, except as otherwise specified in these rules, shall be the following:

Grade 1. All positions, the compensation of which is at the rate of not more than \$360 per annum.

Grade 2. All positions, the compensation of which is at the rate of more than \$360 and not more than \$600 per annum.

Grade 3. All positions, the compensation of which is at the rate of more than \$600 and not more than \$1,000 per annum.

Grade 4. All positions, the compensation of which is at the rate of more than \$1,000 and not more than \$1,500 per annum.

Grade 5. All positions, the compensation of which is at the rate of more than \$1,500 and not more than \$2,000 per annum.

Grade 6. All positions, the compensation of which is at the rate of more than \$2,000 and not more than \$2,500 per annum.

Grade 7. All positions, the compensation of which is at the rate of more than \$2,500 per annum.

In determining the rate of compensation for the purposes of this rule, full maintenance in institutions shall be valued at \$150 per annum.

(13) Employees paid according to piece work shall be considered as not graded. (Adopted June 30, 1908.)

(14) In case a statute, or an ordinance, or fixed rule adopted prior to December 1, 1908, provides for a stated increase of sal-

JAIL.

The Physician.

MAIN HOSPITAL.

The Physicians.

BRANCH HOSPITAL.

The Physicians.

ESSEX COUNTY ISOLATION HOSPITAL.

The Superintendent,

The Physicians.

CITY OF NEWARK.

(Classified September 29th, 1908.)

(Amended December 15th, 1908.)

BOARD OF ASSESSMENT AND REVISION OF TAXES.

The Secretary of Board.

NEW CITY HALL COMMISSION.

The Secretary.

FIRE DEPARTMENT.

The Secretary.

BOARD OF HEALTH.

The Health Officer and Secretary,

Free Public Library,

Head of School Department.

POLICE DEPARTMENT.

The Clerk and Secretary.

POOR AND ALMS.

The Assistant Overseer of the Poor.

SINKING FUND COMMISSION.

The Secretary.

SHADE TREE COMMISSION.

The Secretary.

BOARD OF STREET AND WATER COMMISSIONERS.

EXECUTIVE DEPARTMENT.

The Clerk of Board.

CITY OF BAYONNE.

(Classified December 15, 1908.)

FIRE DEPARTMENT.

The Secretary.

DEPARTMENT OF HEALTH.

The Secretary.

PUBLIC LIBRARY.

The Secretary of Board of Trustees.

POLICE DEPARTMENT.

The Secretary.

PARK COMMISSION.

The Secretary.

RECORDER'S COURT.

The Clerks to Recorder.

SINKING FUND COMMISSION.

The Secretary.

CITY OF JERSEY CITY.

(Classified January 12, 1909.)

CITY HALL COMMISSION.

The Clerk.

CITY CLERK.

The Assistant to City Clerk.

CITY COLLECTOR.

The Deputy City Collector.

CITY COMPTROLLER.

The Deputy Comptroller.

BOARD OF FINANCE.

The Clerk.

FIRE DEPARTMENT.

The Clerk.

LAW DEPARTMENT.

The Assistant Corporation Attorney.

OVERSEER OF THE POOR.

The Assistant to the Overseer of the Poor.

POLICE DEPARTMENT.

The Clerk.

SHADE TREE COMMISSION.

The Secretary.

SINKING FUND COMMISSION

The Clerk.

BOARD OF STREET AND WATER COMMISSIONERS.
The Clerk.

BOARD OF TAX COMMISSIONERS.
The Chief Clerk.

CITY TREASURER.
The Deputy Treasurer.



SCHEDULE B.

CLASSIFIED POSITIONS IN THE NON-COMPETITIVE CLASS.

(Rule XIV, Clause 1).

STATE SERVICE.

(Classified October 6, 1908.)
(Amended December 15, 1908.)

AGRICULTURAL EXPERIMENT STATION:

The night watchman; the office boy.

SHORT COURSES IN AGRICULTURE:

The grounds assistant; the herdsman; the janitor (\$120 per annum).

STATE HOME FOR BOYS:

The coachman; the laundress; the tailoress; the assistant tailoress; the matrons; the assistant matron.

BURIAL OF DEAD BODIES THROWN UPON THE SHORES OF THE STATE BY SHIPWRECK:

The custodians.

1ST TROOP CAVALRY, N. G. N. J.:

The groom.

STATE CIVIL SERVICE COMMISSION:

The registrars of labor.

SCHOOL FOR THE DEAF:

The cooks; the laundresses; the nurse; the waitress; the maids.

STATE BOARD OF EDUCATION :

The appointive member of the Board of Examiners.

STATE VILLAGE FOR EPILEPTICS :

The seamstress; the attendants; the cooks; the housekeepers; the repairman; the laundress; the assistant laundresses; the waitress and chambermaid; the butcher; the upholsterer and repairman; the gardener; the assistant gardener; the driver; the handyman; the dairyman; the foreman; the deliveryman; the civil engineer; the carpenters; the helper to carpenter; the masons; the helpers to masons; the painters; the farmhands.

HOME FOR THE CARE AND TRAINING OF FEEBLE-MINDED WOMEN :

The chambermaid and waitress; the head cook; the assistant cook; the night watch and nurse; the hospital day nurse; the epileptic day nurse; the dressmaker and attendant; the mending room and attendant; the assistant farmer; the mattress maker and attendant; the laundresses; the attendant.

STATE BOARD OF FORESTRY :

The clerk; the wardens.

STATE HOME FOR GIRLS :

The dressmaker; the assistant dressmaker; the farmer; the graders; the coachman; the gardener; the laundresses; the bookkeeper.

NEW JERSEY STATE HOSPITAL AT MORRIS PLAINS :

The assistant bakers; the dressmakers; the ironers; the clothes wringer; the washers; the mangling clothes; the starcher; the assorting of clothes; the charge of working patients' mending room; the woman in mending room; the men in charge of distributing and assorting clothes; the assistant chef; the dish and pan washers; the general kitchen help; the cooks; the assistant cooks; the food man; the carver; the men in charge of vegetable room; the men in charge of dining room; the coachman; the

coachman's helper; the dairyman; the assistant butcher; the helpers in sewerage disposal plant; the gardener; the men in charge working patients in garden; the florist's helper; the man in charge of working patients doing grading, ditching, etc.; the man in charge of working patients on grounds; the man in charge of working patients on railroad; the foreman of railroad tracks; the helper of railroad tracks; the man in charge working patients handling freight, etc; the man attending to telephone; the man; the carver; the men in charge of vegetable room; the helper in hennery; the kitchen help; the attendants; the nurses; the barber; the assistant barber; the waitresses; the chambermaids; the waitresses and chambermaids; the usher; the helper in mechanical department; the painter's helper; the carpenter's helper; the mason's helper; the man in charge of milk room; the laundry helpers; the man in charge of steam boilers in annex building; night watchman; cable car conductor.

FATE HOSPITAL AT TRENTON, N. J.:

The copyist (\$30); the laundryman, the drivers, the laundry assistant; the ironers; the coal passers; the mason's helper; the seamstresses; the attendants; the nurses; the ushers the upholsterers; the dairymen; the cooks; the domestics; the farmhands; the gardenhands; the coachmen; the night cook; the assistant cook; the assistant baker; butchers; assistant machinist; blacksmith; one stenographer, \$30.

TH REGIMENT INFANTRY, N. G. N. J.:

The target markers.

ONSTRUCTION OF INLAND WATERWAYS:

The gauge-reader.

ECOND BATTALION NAVAL RESERVE:

The shipkeepers.

TATE NORMAL SCHOOL AT TRENTON:

The watchman; the janitor's help; the office boy; the nurse; the assistant matron; the receiver; the cooks; the assistant

cooks; the waiters; the waitresses; the person in charge of pantry; the porters; the chambermaids; the laundry help; the assistant baker; the scrubber; the sweepers.

STATE OYSTER COMMISSION, ATLANTIC COUNTY:

The guards.

STATE OYSTER COMMISSION, DELAWARE BAY:

The steward; the inspector; the captains of guard boat; the watchmen.

STATE OYSTER COMMISSION, DISTRICT OCEAN COUNTY:

The watchmen.

NEW JERSEY STATE PRISON:

The coachman; the teamster; the gardener.

DEPARTMENT OF PUBLIC ROADS:

The road supervisors.

DEPARTMENT OF QUARTERMASTER-GENERAL:

The man in care of clothes in arsenal.

NEW JERSEY REFORMATORY:

The teamsters; the barn men.

SANATORIUM FOR TUBERCULOUS DISEASES:

The janitor; the nurses; the assistant nurses; the attendants; the painter; the laundresses; the assistant chef; the kitchen man; the orderlies; the maids and waitresses; the teamsters; the dishwashers.

NEW JERSEY HOME FOR DISABLED SOLDIERS:

Baker; the Nurses; the stableman; the cook.

NEW JERSEY HOME FOR DISABLED SOLDIERS, SAILORS OR MARINES, AND THEIR WIVES AND WIDOWS:

The nurse; the assistant nurse; the laundress; the cooks; the waiters; the kitchen maids; the hostler; the woman in charge of linen-room; the chambermaid; the elevator conductor; the poultry man.

STATE WATER SUPPLY COMMISSION:

The gauge station keepers.

ESSEX COUNTY.

(Classified June 23, 1908.)
 (Amended December 15, 1908.)

MAIN HOSPITAL:

The attendants; the work attendants; the nurses; the seamstresses; the laundresses; the waitresses; the assistant cooks; the kitchen messengers.fffff

BRANCH HOSPITAL:

The nurses; the attendants; the work attendants; the seamstresses; the laundresses; the waitresses; the assistant cooks; the kitchen messengers.

OVERBROOK EXTENSION:

Caretaker of filter beds.

ESSEX COUNTY ISOLATION HOSPITAL:

The ambulance drivers; the orderlies; the stablemen; the disinfecting man, the nurses; the seamstresses; the laundresses; the waitresses; the ward maids; the assistant cooks; the kitchen helper.

 CITY OF NEWARK.

(Classified September 29, 1908.)
 (Amended December 15, 1908.)

CITY HOME:

The cook.

CITY CLERK:

The page.

FIRE DEPARTMENT:

The stableman.

BOARD OF HEALTH (NEWARK CITY HOSPITAL) :

The ambulance drivers; the door boy; the morgue attendant; the cooks; the food porter; the kitchen helpers; the dish-washer; the waitresses; the seamstresses; the laundresses; the porters; the laundryman's helper; the orderlies; the ward maids; the nurses.

BOARD OF HEALTH (TUBERCULOSIS SANITORIUM) :

The assitant nurse, the cooks; the laundresses; the maid; the orderly; the waitresses; the kitchen maid; the helper.

LAW DEPARTMENT :

Messenger. .

FREE PUBLIC LIBRARY :

The messengers (salary less than \$300).

POLICE DEPARTMENT :

The matrons; the assistant matrons.

PLAYGROUND COMMISSION :

The assistant custodians; the helper; the watchmen.

POOR AND ALMS :

The driver; the superintendent of city cemetery.

SHADE TREE COMMISSION :

The office boy.

BOARD OF STREET AND WATER COMMISSIONERS WATER DEPARTMENT :

The messenger; the flushers; the rammers; the stableman.

BOARD OF STREET AND WATER COMMISSIONERS, GENERAL SUPERINTENDENT'S OFFICE :

The keeper stone yard; the utility men; the gate tender; the detail Assistant Superintendent's office; the rammers.

CITY OF BAYONNE.

(Classified December 15th, 1908.)

POLICE DEPARTMENT:

The assistants to janitor.

REPAIR AND MAINTENANCE:

The helpers.

WATER DEPARTMENT:

The meter helper; the man in charge of meter wagon; the helpers.

CITY OF JERSEY CITY.

(Classified January 12th, 1909.)

PUBLIC BATHS:

The female attendants.

CITY HALL COMMISSION:

The porters; the laundresses.

BOARD OF HEALTH:

The seamstresses; the cooks; the fireman (salary, \$216); the telephone operator (salary, \$120); the general utility man; the nurses; the pupil nurses; the orderlies; the janitor (salary, \$300); the laundresses.

POLICE DEPARTMENT:

The janitress; the matron.

OVERSEER OF THE POOR:

Janitrix.

BOARD OF STREET AND WATER COMMISSIONERS—SUPPLY AND DISTRIBUTION OF WATER (LAYING AND REPAIRING WATER PIPES).

The rammers; the rockman; the custodian of the reservoir; the night watchman.

BOARD OF STREET AND WATER COMMISSIONERS—PAVING AND REPAIR OF STREETS:

The rammers.

FREE PUBLIC LIBRARY:

The general assistants (salary, below \$300); the driver.

SCHEDULE C.

CLASSIFIED POSITIONS I THE LABOR CLASS.

(Rule XV, Clause 1.)

STATE SERVICE.

(Classified October 6th, 1908.)

(Amended December 15th, 1908.)

AGRICULTURAL EXPERIMENT STATION :

The laborers.

SHORT COURSES IN AGRICULTURE :

The laborer on farm.

STATE HOME FOR BOY :

The laborer ; the farm hand.

SCHOOL FOR THE DEAF :

The cleaners.

HOME FOR THE CARE AND TRAINING OF FEEBLE-MINDED WOMEN :

The laborers.

STATE GEOLOGICAL SURVEY :

The janitor (\$10 per month).

STATE HOME FOR GIRLS :

The laborers and teamsters.

NEW JERSEY STATE HOSPITAL AT MORRIS PLAINS :

The men in care of cows ; the stableman ; the farm laborers ;
the drivers ; the laborers ; the man in charge of pigs.

FIRST REGIMENT INFANTRY, N. G. N. J.:

The charwoman.

FOURTH REGIMENT INFANTRY, N. G. N. J.:

The Charwoman.

MANUAL TRAINING AND INDUSTRIAL SCHOOL FOR COLORED
YOUTH:

The farm hand.

MONTCLAIR STATE NORMAL SCHOOL:

The laborers.

DEPARTMENT OF QUARTERMASTER-GENERAL:

The laborers; the teamsters.

NEW JERSEY HOME FOR DISABLED SOLDIERS:

The teamster; the charwoman.

STATE HOUSE COMMISSION:

The laborers.

ESSEX COUNTY.

(Classified June 23, 1908.)

(Amended December 15th, 1908.)

COURT HOUSE:

The charwomen.

COUNTY ROADS:

The laborers; the stone spreaders; the drivers; the teamsters; the watchmen of roads.

BRANCH HOSPITAL:

The farm hands.

ESSEX COUNTY ISOLATION HOSPITAL:

The scrub women.

CITY OF NEWARK.

(Classified September 29, 1908.)

(Amended December 15, 1908.)

CITY CLERK:

The cleaner,

BOARD OF HEALTH (NEWARK CITY HOSPITAL):

The cleaners; the floor polishers.

BOARD OF HEALTH (MOSQUITO DEPARTMENT):

The ditcher.

PUBLIC MARKETS:

The market sweepers.

SUBORDINATE HELP, CITY HALL:

The cuspidore cleaners; the cleaners.

SHADE TREE COMMISSION:

The laborers.

BOARD OF STREET AND WATER COMMISSIONERS, WATER DEPARTMENT:

The laborers; the teamsters; the drivers.

SEWERS AND DRAINAGE, ENGINEERING DEPARTMENT:

The laborers.

GENERAL SUPERINTENDENT'S OFFICE:

The stablemen; the watchmen; the laborers; the teamsters;
the drivers of singles; the driver's helpers; the shovelers.

SEWERS AND DRAINAGE, HOUSE CONNECTIONS:

Laborers; toolmen; stablemen; drivers; watchmen.

CITY OF BAYONNE.

(Classified December 15, 1908.)

PARK COMMISSION:

The laborers.

STREETS AND GARBAGE:

The drivers; the laborers; the laborer and foreman.

CITY OF JERSEY CITY.

(Classified January 12th, 1909.)

CITY HALL COMMISSION:

The cleaners.

BOARD OF HEALTH:

The Cleaners.

SHADE TREE COMMISSION:

The laborers.

BOARD OF STREET AND WATER COMMISSIONERS—REPAIRS AND
CONSTRUCTION OF SEWER:

The sewerman; the laborers.

BOARD OF STREET AND WATER COMMISSIONERS—SUPPLY AND
DISTRIBUTION OF WATER (LAYING AND REPAIRING WATER
PIPES):

The drivers; the laborers.

BOARD OF STREET AND WATER COMMISSIONERS—SUPPLY AND
DISTRIBUTION OF WATER (METER DEPARTMENT):

The laborers.

BOARD OF STREET AND WATER COMMISSIONERS—PAVING AND
REPAIR OF STREETS:

The drivers; the laborers.

FREE PUBLIC LIBRARY:

The charwoman.

BOARD OF STREET AND WATER COMMISSIONERS—SUPPLY AND
DISTRIBUTION OF WATER (BELLEVILLE PUMPING STATION).
(FOR HIGH SERVICE PUMPING STATION.)

The general workmen.

BOARD OF STREET AND WATER COMMISSIONERS—SUPPLY AND
DISTRIBUTION OF WATER (MISCELLANEOUS):

The stablemen (salary, \$65 per month).

BOARD OF STREET AND WATER COMMISSIONERS—DEPARTMENT
OF STREET CLEANING:

The drivers; the stablemen; the laborers; the keeper of records; the keeper of tools; the inspectors of loads.

GENERAL REGULATIONS.

REGULATION 1—THE PRESIDENT.

The President, subject to the direction of the Commission, shall have such general authority and responsibility in the administration of the law, rules and regulations, as shall not be inconsistent with the powers reserved to the Commission or vested in some other officer.

REGULATION 2—THE CHIEF EXAMINER.

The Chief Examiner, subject to the direction of the Commission, shall have charge of all matters pertaining to examinations, and in connection therewith he shall:

- (1) Prepare blank forms for application for examination.
- (2) Receive applications for competitive examination and determine all questions relating to eligibility of candidates.
- (3) Advertise and issue authority to hold all examinations, and supervise the preparation of questions and other preliminary arrangements for such examinations, and, so far as practicable, attend them.
- (4) Grant authority to candidates to enter examinations.
- (5) Prepare, after consultation with appointing officers concerned, schemes of examination, including age limits and other preliminary requirements for candidates.
- (6) Assign and direct the work of examiners and take care to secure accuracy, uniformity and justice in their proceedings, and such proceedings and all papers pertaining thereto shall at all times be open to him. Whenever the qualifications for a position are of professional, scientific, technical or expert character, the Chief Examiner may obtain such advice and assistance from competent and trustworthy sources as may be expedient and available. In case a vacancy occurs in any position of examiner during a recess of the Commission, the Chief Examiner may,

when necessary, select a person to fill such vacancy temporarily, pending a permanent selection by the Commission.

7. Notify candidates of the results of their examinations and report the names of successful competitors to the Secretary for enrollment upon the proper register of eligibles.

8. He shall take care that the rules and regulations regarding examinations are complied with, and bring any case of their infraction to the attention of the Commission. He shall also from time to time inspect the proceedings and papers connected with the examinations for the service of cities, and make investigations into complaints regarding such examinations, and make report of such inspections and investigations to the Commission.

9. He shall perform such other appropriate duties as may be specified in these regulations or assigned to him by the Commission.

REGULATION 3—THE SECRETARY.

The Secretary shall, subject to the direction of the Commission:

(1) Keep the minutes of the proceedings of the Commission and have charge of the books, records, papers, official seal and other property in its office.

(2) Prepare from the reports of the Chief Examiner, and keep in proper order eligible lists of candidates who successfully pass competitive examinations.

(3) Make certification to appointing officers, upon their requisition, of those eligible to appointment or employment.

(4) Keep the official roster and have charge of the certifications of pay-rolls and estimates for payment of compensation.

(5) Have charge of the accounts of the salaries and expenses of the Commission and its subordinates, conduct its correspondence and perform such other appropriate duties as it may assign him.

REGULATION 4—ORDER OF BUSINESS.

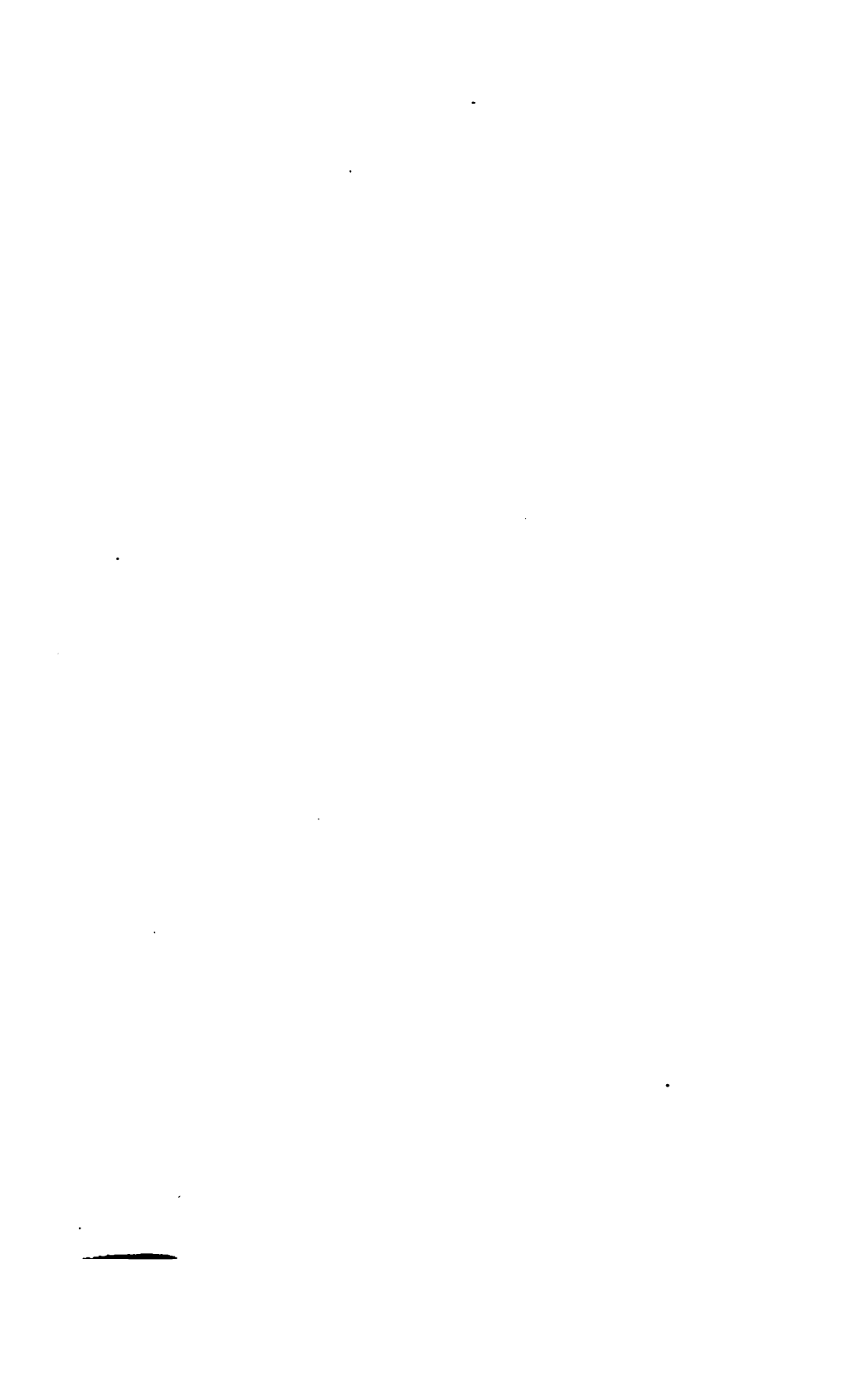
The order of business at regular meetings of the Commission shall be as follows:

- I. Calling to Order.
- II. Reading and Approval of Minutes.
- III. Reports of Standing Committees.
- IV. Reports of Special Committees.
- V. Report of Secretary.
- VI. Report of Examiner.
- VII. Unfinished Business.
- VIII. Miscellaneous New Business.
- IX. Appointments of Special Committees.
- X. Approval of Requisitions and Bills.

REGULATION 5—INTERPRETATION OF TERMS.

For purposes of classification the term "head of a department" shall be interpreted as meaning an official who exercises initiative or original, independent and exclusive executive authority over a distinct, separate and independent branch of the general government of the State or municipality, subject only to constitutional or statutory prescription and to the general direction of the general government of the State or municipality; or who, under his commission, warrant or certificate of appointment, is invested with independent, initiative and administrative powers as to the general direction of the affairs pertaining to his office.

(Adopted January 19th, 1909.)



The Civil Service Law.

An Act regulating the employment, tenure and discharge of certain officers and employes of this State, and of the various counties and municipalities thereof, and providing for a civil service commission, and defining its powers and duties.

WHEREAS, it was the opinion of the Conference Committee appointed by the two houses of the Legislature to consider the so-called Civil Service bill that a Civil Service Commission should be non-partisan; now, therefore:

Preamble.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. After the expiration of six months from the time of the approval of this act appointments to and promotions in the civil service of this State, and after the expiration of forty-five days from the time of its adoption by any municipality of this State as hereinafter provided, appointments to and promotions in the civil service of such municipality, shall be made only according to merit and fitness, to be ascertained, as far as practicable, by examinations, which as far as practicable shall be competitive; and after the expiration of said six months, or forty-five days, as the case may be, no person shall be appointed, transferred, reinstated, promoted, reduced or dismissed as an officer, clerk, employe or laborer in the civil service under the government of this State, or such municipality thereof as shall adopt the provisions of this act as hereinafter provided, in any manner or by any means other than those prescribed in this act.

When effective in State and municipalities.

Appointed for merit and fitness.

All appointments, transfers, etc., subject to act.

2. All officers, clerks and employes now in the employ of the State or any municipality adopting this act, coming within the competitive or non-competitive class of the civil service, shall continue to hold their offices or employments, and shall not be removed therefrom ex-

Continuance of present officers and employes.

cept in accordance with the provisions of section twenty-four hereof, it being the intention hereby to include any and all such officers, clerks, employes and laborers within the classified service of the State or municipality, as the case may be, and to be subject in all respects to the provisions of this act.

Civil service
commissioners
appointed by
governor.

3. The Governor shall, by and with the advice and consent of the Senate, appoint four persons to be civil service commissioners under this act, all of whom must be residents of the State of New Jersey, and at the time of such appointment shall designate one of said commissioners to hold office for the term of one year, one for the term of two years, one for the term of three years and one for the term of four years, beginning from the date of the approval of this act; and thereafter at the expiration of such period of one year the Governor of this State shall, by and with the advice and consent of the Senate, appoint one person as the successor of the commissioner whose term shall have expired, to serve for a term of four years, and until his successor shall have been appointed and qualified. No commissioner shall hold any other office of profit under the government of this State or of the United States. Three members of said commission shall constitute a quorum for the transaction of business. Any vacancy in such commission shall be filled by appointment by the Governor for the remainder of the term, subject to confirmation by the Senate, but any appointment shall be in force until acted upon by the Senate.

Terms.

Quorum.

Vacancies.

Governor
may remove
commissioner
for cause.

4. The Governor may remove any Commissioner for inefficiency, neglect of duty or misconduct in office, having first given to such Commissioner a copy of the charges against him and an opportunity of being publicly heard in person or by counsel, upon not less than ten days' notice in writing, and a statement of the findings of the Governor and the reasons for his action shall be filed by the Governor with the Secretary of State.

Salaries and
expenses.

5. Each commissioner shall receive a salary of two thousand dollars per annum, payable monthly, out of the treasury of this State, on the warrant of the Comptroller. The person selected under the provisions of this act to act as president of said commission shall receive an additional salary of five hundred dollars per annum. In addition each commissioner shall be entitled

to be paid out of the treasury of this State, on the warrant of the Comptroller, such sums as shall be incurred for necessary traveling and other expenses; but no money shall be paid out of the treasury for any such purpose except on bills presented to the Treasurer, duly verified by the oath of the person presenting the claim.

6. The commission created by this act shall select from among its members a president, and appoint a chief examiner and a secretary, who must be residents of the State of New Jersey. This commission shall not, however, expend for salaries and expenses in any one year a greater sum than twenty-five thousand dollars, nor any sum in excess of the amount appropriated by the Legislature in the annual appropriations act.

7. The secretary shall receive a salary of two thousand dollars a year and the chief examiner a salary of three thousand dollars a year, to be paid in equal monthly payments out of the treasury of the State on the warrant of the Comptroller. The commission may also appoint such other clerical and necessary assistants as may be necessary to carry out the provisions of this act, and fix their compensation, which shall be paid out of the treasury of the State on the warrant of the Comptroller. The secretary, chief examiner, clerks and assistants shall, in addition to their salaries, receive such necessary traveling and other expenses incurred under the provisions of this act as shall be approved by the commission, which shall be paid out of the treasury of the State on the warrant of the Comptroller; but no money shall be paid out by the treasury for any purpose except on bills presented to the Treasurer duly verified by the oath of the person presenting the claim. Should any commissioner be removed from office, or any employe of said commission be discharged, such commissioner or employe shall only be entitled to receive his compensation up to the date of such removal or discharge.

8. The commission shall also have the power:

First. To prescribe, amend and enforce rules and regulations for carrying into effect the provisions of this act.

Second. To keep minutes of its own proceedings and records of its examinations and other official actions. All recommendations of applicants for office

Organization.

Limit expenditures.

Salary of secretary and examiner.

Assistants.

Expenses of.

Powers of commission.
To make rules.

To keep records and applications.

and causes of removal received by the commission shall be filed, and all such records (except recommendations of former employers), shall be open to public inspection under reasonable regulations.

To investigate matters pertaining to act.

Third. To make investigations, either sitting as a body or through a single commissioner, concerning all matters touching the enforcement and effect of this act, and the rules and regulations prescribed thereunder, and concerning the action of any examiner or subordinate of the commission and any person in the paid employ of this State or any municipality that may hereafter adopt the provisions of this act, in respect to the execution of this act, and in the course of such investigations each commissioner and the chief examiner shall have power to administer oaths and affirmations and to take testimony.

To summon persons and papers.

Fourth. To subpoena and require the attendance in this State of witnesses, and the production thereby of books and papers pertinent to the investigations and inquiries hereby authorized, and to examine them and such public records as it shall require in relation to any matter which it has the authority to investigate. The fees for such witnesses for attendance and travel shall be the same as for witnesses before the Courts of Common Pleas, and shall be paid from the appropriations made to the commission. All officers and employes in the paid service of this State, and of any municipality that may hereafter adopt the provisions of this act, and their deputies, clerks, subordinates and employes, shall attend and testify when required to do so by said commission. Any disobedience to or neglect of any subpoena issued by the said commissioners or any refusal to testify shall be certified in writing by the president of said commission to the judge of the Court of Common Pleas of the county in which such disobedience occurred, who shall thereupon, by a warrant issued to the sheriff of the county, direct the production of the body of the person so disobeying, and upon the production of the body of such person, shall, in a summary way, inquire into the cause of such disobedience, and if no sufficient cause be shown therefor shall by a commitment issued under his hand, directed to the keeper of the common jail of said county, order the detention in such common jail of such person for such period of time, not exceeding ninety

Witness fees.

Action in case subpoena displayed.

days, as said judge in said commitment shall designate, or until such person shall purge himself of such disobedience. Any person who shall knowingly give false testimony before said commission shall be guilty of a misdemeanor. No person shall be excused from testifying, or from producing any books or papers, before said commission upon the ground that the testimony or evidence, books or documents, required of him may tend to incriminate him, or subject him to a penalty or forfeiture; but no person shall be prosecuted, punished or subjected to any penalty or forfeiture for or on account of any act, transaction, matter or thing concerning which he shall, under oath, have testified or produced documentary evidence.

Must testify.

Fifth. To make an annual report to the Governor, showing its own actions, its rules and regulations, and all the exceptions thereto in force, and the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act.

Annual report.

9. The commission shall be provided, as soon as may be convenient, with suitable office accommodations in the capitol building at Trenton, and it shall be the duty of the officials having control of municipal buildings throughout the State to furnish convenient offices and rooms for examination purposes, with the necessary light, heat and furniture for the accommodation of local examiners and registrars, upon requisition by the commission, when the same shall have been rendered necessary by the adoption by any such municipality of the provisions of this act. The office of said commission in the capitol building shall be open for business between nine o'clock in the forenoon and five o'clock in the afternoon of each business day.

Office and accommodations.

10. It shall be the duty of all of the officers of this State, or of any municipality thereof that may adopt the provisions of this act, to conform to, comply with, and to aid in all proper ways in carrying into effect the provisions of this act, and the rules and regulations prescribed thereunder and any modification thereof. No officer or officers having the power of appointment or employment to the civil service of this State, or to that of any municipality thereof that may hereafter adopt the provisions of this act, shall, after this act shall become effective in connection with the civil service of the

Office hours.

State and municipal officers to aid in enforcement.

All appointments made in accordance with provisions of act.

Persons appointed contrary to act not paid by authorities but by employer.

State or municipality, as the case may be, as prescribed in section one hereof, select or appoint any person for appointment, employment, promotion or reinstatement, except in accordance with the provisions of this act and the rules and regulations prescribed thereunder. Any person employed or appointed contrary to the provisions of this act, or of the rules and regulations established thereunder, shall be paid by the officer or officers so employing or appointing, or attempting to employ or appoint, the compensation agreed upon for any services performed under such appointment or employment, or attempted appointment or employment, or in case no compensation is agreed upon, the actual value of such services and any expenses incurred in connection therewith, and shall have an action of debt against such officer or officers, or any of them, for such sum or sums and for the costs of the action. No public office shall be reimbursed by the State, or by any municipality thereof, for any sums so paid or recovered in any such action.

Classes of civil service.

Unclassified service.

II. The civil service of the State of New Jersey, and of the municipalities thereof when and as they may adopt the provisions of this act, in the manner hereinafter provided, shall be divided into the unclassified service and the classified service. The unclassified service shall not be subject to any of the provisions of this act, and shall include the following classes:

All officers elected by popular vote;

All officers appointed by the Governor, with or without the advice and consent of either or both branches of the Legislature;

All officers and employes appointed by either or both branches of the Legislature;

All election officers.

All heads of departments of the State government, and members of commissions and boards thereof, and all appointments of the mayor; and also all heads of departments the members of commissions and boards elected by the board of aldermen, common council, or other governing body of the municipalities that may adopt the provisions of this act;

All law officers of any municipality that may adopt the provisions of this act;

All officers and persons in the militia;

All superintendents of, teachers and instructors in the public schools and State institutions, county superintendent and members of all boards of education, all police magistrates appointed by the mayor or other head officer of any municipality that may adopt the provisions of this act.

The classified service shall include all persons in the paid service of the State or the municipalities thereof that may adopt the provisions of this act, not included in the unclassified service.

Classified
service.

12. The officers, positions and employments in the classified service of the State, and of the municipalities thereof that may adopt the provisions of this act, shall be arranged by the civil service commission in four classes, to be designated as the exempt class, the competitive class, the non-competitive class and the labor class, which classification may be changed from time to time as the commission shall deem proper.

Classes of
classified
service.

13. The following positions shall be included in the exempt class:

Exempt class;
appointments
to, made
without ex-
amination.

(1) The deputy or first assistant of principal executive officers authorized by law to act generally for and in the place of his principal;

(2) The legal assistants of the law department of the State, and of the municipalities adopting the provisions of this act, and in the offices of prosecuting attorneys to the number actually engaged in trial or appeal work and appearing in the courts;

(3) One secretary or clerk of each department, board and commission authorized by law to appoint a secretary or clerk;

(4) One private secretary or clerk, or stenographer, of each judge or each principal executive officer;

(5) All officials of State and county institutions who must of necessity be physicians;

(6) In addition to the above there may be included in the exempt class all other offices or positions, except laborers, for the filling of which competitive or non-competitive examinations shall be found by the civil service commissions to be impracticable. But no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the said commission. Not more than one appointment shall be made to or

Positions in,
to be named.

when necessary, select a person to fill such vacancy temporarily, pending a permanent selection by the Commission.

7. Notify candidates of the results of their examinations and report the names of successful competitors to the Secretary for enrollment upon the proper register of eligibles.

8. He shall take care that the rules and regulations regarding examinations are complied with, and bring any case of their infraction to the attention of the Commission. He shall also from time to time inspect the proceedings and papers connected with the examinations for the service of cities, and make investigations into complaints regarding such examinations, and make report of such inspections and investigations to the Commission.

9. He shall perform such other appropriate duties as may be specified in these regulations or assigned to him by the Commission.

REGULATION 3—THE SECRETARY.

The Secretary shall, subject to the direction of the Commission:

(1) Keep the minutes of the proceedings of the Commission and have charge of the books, records, papers, official seal and other property in its office.

(2) Prepare from the reports of the Chief Examiner, and keep in proper order eligible lists of candidates who successfully pass competitive examinations.

(3) Make certification to appointing officers, upon their requisition, of those eligible to appointment or employment.

(4) Keep the official roster and have charge of the certifications of pay-rolls and estimates for payment of compensation.

(5) Have charge of the accounts of the salaries and expenses of the Commission and its subordinates, conduct its correspondence and perform such other appropriate duties as it may assign him.

REGULATION 4—ORDER OF BUSINESS.

The order of business at regular meetings of the Commission shall be as follows:

- I. Calling to Order.
- II. Reading and Approval of Minutes.
- III. Reports of Standing Committees.
- IV. Reports of Special Committees.
- V. Report of Secretary.
- VI. Report of Examiner.
- VII. Unfinished Business.
- VIII. Miscellaneous New Business.
- IX. Appointments of Special Committees.
- X. Approval of Requisitions and Bills.

REGULATION 5—INTERPRETATION OF TERMS.

For purposes of classification the term "head of a department" shall be interpreted as meaning an official who exercises initiative or original, independent and exclusive executive authority over a distinct, separate and independent branch of the general government of the State or municipality, subject only to constitutional or statutory prescription and to the general direction of the general government of the State or municipality; or who, under his commission, warrant or certificate of appointment, is invested with independent, initiative and administrative powers as to the general direction of the affairs pertaining to his office.

(Adopted January 19th, 1909.)

The Civil Service Law.

An Act regulating the employment, tenure and discharge of certain officers and employes of this State, and of the various counties and municipalities thereof, and providing for a civil service commission, and defining its powers and duties.

WHEREAS, it was the opinion of the Conference Committee appointed by the two houses of the Legislature to consider the so-called Civil Service bill that a Civil Service Commission should be non-partisan; now, therefore:

Preamble.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. After the expiration of six months from the time of the approval of this act appointments to and promotions in the civil service of this State, and after the expiration of forty-five days from the time of its adoption by any municipality of this State as hereinafter provided, appointments to and promotions in the civil service of such municipality, shall be made only according to merit and fitness, to be ascertained, as far as practicable, by examinations, which as far as practicable shall be competitive; and after the expiration of said six months, or forty-five days, as the case may be, no person shall be appointed, transferred, reinstated, promoted, reduced or dismissed as an officer, clerk, employe or laborer in the civil service under the government of this State, or such municipality thereof as shall adopt the provisions of this act as hereinafter provided, in any manner or by any means other than those prescribed in this act.

When effective in State and municipalities.

Appointed for merit and fitness.

All appointments, transfers, etc., subject to act.

2. All officers, clerks and employes now in the employ of the State or any municipality adopting this act, coming within the competitive or non-competitive class of the civil service, shall continue to hold their offices or employments, and shall not be removed therefrom ex-

Continuance of present officers and employes.

cept in accordance with the provisions of section twenty-four hereof, it being the intention hereby to include any and all such officers, clerks, employes and laborers within the classified service of the State or municipality, as the case may be, and to be subject in all respects to the provisions of this act.

Civil service
commissioners
appointed by
governor.

Terms.

3. The Governor shall, by and with the advice and consent of the Senate, appoint four persons to be civil service commissioners under this act, all of whom must be residents of the State of New Jersey, and at the time of such appointment shall designate one of said commissioners to hold office for the term of one year, one for the term of two years, one for the term of three years and one for the term of four years, beginning from the date of the approval of this act; and thereafter at the expiration of such period of one year the Governor of this State shall, by and with the advice and consent of the Senate, appoint one person as the successor of the commissioner whose term shall have expired, to serve for a term of four years, and until his successor shall have been appointed and qualified. No commissioner shall hold any other office of profit under the government of this State or of the United States. Three members of said commission shall constitute a quorum for the transaction of business. Any vacancy in such commission shall be filled by appointment by the Governor for the remainder of the term, subject to confirmation by the Senate, but any appointment shall be in force until acted upon by the Senate.

Quorum.

Vacancies.

Governor
may remove
commissioner
for cause.

4. The Governor may remove any Commissioner for inefficiency, neglect of duty or misconduct in office, having first given to such Commissioner a copy of the charges against him and an opportunity of being publicly heard in person or by counsel, upon not less than ten days' notice in writing, and a statement of the findings of the Governor and the reasons for his action shall be filed by the Governor with the Secretary of State.

Salaries and
expenses.

5. Each commissioner shall receive a salary of two thousand dollars per annum, payable monthly, out of the treasury of this State, on the warrant of the Comptroller. The person selected under the provisions of this act to act as president of said commission shall receive an additional salary of five hundred dollars per annum. In addition each commissioner shall be entitled

to be paid out of the treasury of this State, on the warrant of the Comptroller, such sums as shall be incurred for necessary traveling and other expenses; but no money shall be paid out of the treasury for any such purpose except on bills presented to the Treasurer, duly verified by the oath of the person presenting the claim.

6. The commission created by this act shall select from among its members a president, and appoint a chief examiner and a secretary, who must be residents of the State of New Jersey. This commission shall not, however, expend for salaries and expenses in any one year a greater sum than twenty-five thousand dollars, nor any sum in excess of the amount appropriated by the Legislature in the annual appropriations act.

7. The secretary shall receive a salary of two thousand dollars a year and the chief examiner a salary of three thousand dollars a year, to be paid in equal monthly payments out of the treasury of the State on the warrant of the Comptroller. The commission may also appoint such other clerical and necessary assistants as may be necessary to carry out the provisions of this act, and fix their compensation, which shall be paid out of the treasury of the State on the warrant of the Comptroller. The secretary, chief examiner, clerks and assistants shall, in addition to their salaries, receive such necessary traveling and other expenses incurred under the provisions of this act as shall be approved by the commission, which shall be paid out of the treasury of the State on the warrant of the Comptroller; but no money shall be paid out by the treasury for any purpose except on bills presented to the Treasurer duly verified by the oath of the person presenting the claim. Should any commissioner be removed from office, or any employe of said commission be discharged, such commissioner or employe shall only be entitled to receive his compensation up to the date of such removal or discharge.

8. The commission shall also have the power:

First. To prescribe, amend and enforce rules and regulations for carrying into effect the provisions of this act.

Second. To keep minutes of its own proceedings and records of its examinations and other official actions. All recommendations of applicants for office

Organisation.

Limit expenditures.

Salary of secretary and examiner.

Assistants.

Expenses of.

Powers of commission.
To make rules.

To keep records and applications.

and causes of removal received by the commission shall be filed, and all such records (except recommendations of former employers), shall be open to public inspection under reasonable regulations.

To investigate matters pertaining to act.

Third. To make investigations, either sitting as a body or through a single commissioner, concerning all matters touching the enforcement and effect of this act, and the rules and regulations prescribed thereunder, and concerning the action of any examiner or subordinate of the commission and any person in the paid employ of this State or any municipality that may hereafter adopt the provisions of this act, in respect to the execution of this act, and in the course of such investigations each commissioner and the chief examiner shall have power to administer oaths and affirmations and to take testimony.

To summon persons and papers.

Fourth. To subpoena and require the attendance in this State of witnesses, and the production thereby of books and papers pertinent to the investigations and inquiries hereby authorized, and to examine them and such public records as it shall require in relation to any matter which it has the authority to investigate. The fees for such witnesses for attendance and travel shall be the same as for witnesses before the Courts of Common Pleas, and shall be paid from the appropriations made to the commission. All officers and employes in the paid service of this State, and of any municipality that may hereafter adopt the provisions of this act, and their deputies, clerks, subordinates and employes, shall attend and testify when required to do so by said commission. Any disobedience to or neglect of any subpoena issued by the said commissioners or any refusal to testify shall be certified in writing by the president of said commission to the judge of the Court of Common Pleas of the county in which such disobedience occurred, who shall thereupon, by a warrant issued to the sheriff of the county, direct the production of the body of the person so disobeying, and upon the production of the body of such person, shall, in a summary way, inquire into the cause of such disobedience, and if no sufficient cause be shown therefor shall by a commitment issued under his hand, directed to the keeper of the common jail of said county, order the detention in such common jail of such person for such period of time, not exceeding ninety

Witness fees.

Action in case subpoena displayed.

days, as said judge in said commitment shall designate, or until such person shall purge himself of such disobedience. Any person who shall knowingly give false testimony before said commission shall be guilty of a misdemeanor. No person shall be excused from testifying, or from producing any books or papers, before said commission upon the ground that the testimony or evidence, books or documents, required of him may tend to incriminate him, or subject him to a penalty or forfeiture; but no person shall be prosecuted, punished or subjected to any penalty or forfeiture for or on account of any act, transaction, matter or thing concerning which he shall, under oath, have testified or produced documentary evidence.

Must testify.

Fifth. To make an annual report to the Governor, showing its own actions, its rules and regulations, and all the exceptions thereto in force, and the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act.

Annual report.

9. The commission shall be provided, as soon as may be convenient, with suitable office accommodations in the capitol building at Trenton, and it shall be the duty of the officials having control of municipal buildings throughout the State to furnish convenient offices and rooms for examination purposes, with the necessary light, heat and furniture for the accommodation of local examiners and registrars, upon requisition by the commission, when the same shall have been rendered necessary by the adoption by any such municipality of the provisions of this act. The office of said commission in the capitol building shall be open for business between nine o'clock in the forenoon and five o'clock in the afternoon of each business day.

Office and accommodations.

Office hours.

10. It shall be the duty of all of the officers of this State, or of any municipality thereof that may adopt the provisions of this act, to conform to, comply with, and to aid in all proper ways in carrying into effect the provisions of this act, and the rules and regulations prescribed thereunder and any modification thereof. No officer or officers having the power of appointment or employment to the civil service of this State, or to that of any municipality thereof that may hereafter adopt the provisions of this act, shall, after this act shall become effective in connection with the civil service of the

State and municipal officers to aid in enforcement.

All appointments made in accordance with provisions of act.

Persons appointed contrary to act not paid by authorities but by employer.

State or municipality, as the case may be, as prescribed in section one hereof, select or appoint any person for appointment, employment, promotion or reinstatement, except in accordance with the provisions of this act and the rules and regulations prescribed thereunder. Any person employed or appointed contrary to the provisions of this act, or of the rules and regulations established thereunder, shall be paid by the officer or officers so employing or appointing, or attempting to employ or appoint, the compensation agreed upon for any services performed under such appointment or employment, or attempted appointment or employment, or in case no compensation is agreed upon, the actual value of such services and any expenses incurred in connection therewith, and shall have an action of debt against such officer or officers, or any of them, for such sum or sums and for the costs of the action. No public office shall be reimbursed by the State, or by any municipality thereof, for any sums so paid or recovered in any such action.

Classes of civil service.

Unclassified service.

II. The civil service of the State of New Jersey, and of the municipalities thereof when and as they may adopt the provisions of this act, in the manner hereinafter provided, shall be divided into the unclassified service and the classified service. The unclassified service shall not be subject to any of the provisions of this act, and shall include the following classes:

All officers elected by popular vote;

All officers appointed by the Governor, with or without the advice and consent of either or both branches of the Legislature;

All officers and employes appointed by either or both branches of the Legislature;

All election officers.

All heads of departments of the State government, and members of commissions and boards thereof, and all appointments of the mayor; and also all heads of departments the members of commissions and boards elected by the board of aldermen, common council, or other governing body of the municipalities that may adopt the provisions of this act;

All law officers of any municipality that may adopt the provisions of this act;

All officers and persons in the militia;

All superintendents of, teachers and instructors in the public schools and State institutions, county superintendent and members of all boards of education, all police magistrates appointed by the mayor or other head officer of any municipality that may adopt the provisions of this act.

The classified service shall include all persons in the paid service of the State or the municipalities thereof that may adopt the provisions of this act, not included in the unclassified service.

Classified service.

12. The officers, positions and employments in the classified service of the State, and of the municipalities thereof that may adopt the provisions of this act, shall be arranged by the civil service commission in four classes, to be designated as the exempt class, the competitive class, the non-competitive class and the labor class, which classification may be changed from time to time as the commission shall deem proper.

Classes of classified service.

13. The following positions shall be included in the exempt class:

Exempt class; appointments to, made without examination.

(1) The deputy or first assistant of principal executive officers authorized by law to act generally for and in the place of his principal;

(2) The legal assistants of the law department of the State, and of the municipalities adopting the provisions of this act, and in the offices of prosecuting attorneys to the number actually engaged in trial or appeal work and appearing in the courts;

(3) One secretary or clerk of each department, board and commission authorized by law to appoint a secretary or clerk;

(4) One private secretary or clerk, or stenographer, of each judge or each principal executive officer;

(5) All officials of State and county institutions who must of necessity be physicians;

(6) In addition to the above there may be included in the exempt class all other offices or positions, except laborers, for the filling of which competitive or non-competitive examinations shall be found by the civil service commissions to be impracticable. But no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the said commission. Not more than one appointment shall be made to or

Positions in, to be named.

As to additional positions in exempt class; hearings.

under the title of any such office or position unless a different number is specifically mentioned in the rules. After six months from the date of the approval of this act, or forty-five days after the date of its adoption by any municipality of this State, no office or position shall be classified by the commission in the exempt class except after public hearing by the commission or any member thereof. Suitable public notice of such hearings shall be given by the said commission. At any such hearing any citizen of this State shall have the right to be heard, either in person or by counsel, either in opposition to or in favor of the proposed exemption. Appointments in the exempt class may be made without examination.

Competitive class.

14. The competitive class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations, and shall include all positions and employments now existing or hereafter created, of whatever functions, designations or compensations, in each and every branch of the classified service, except such positions as are in the exempt class, the non-competitive class or the labor class. Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction under the provisions of this act and the rules made in pursuance thereof, by appointment from among those certified to the appointing officer in accordance with the provisions of section twenty-one of this act. The term of eligibility of an applicant shall be fixed for each list by the civil service commission at not less than one nor more than three years. Appointments shall be made from the eligible list most nearly appropriate, and a new and separate list shall be created for a stated position only when there is no appropriate list existing from which appointment may be made. No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be assigned to perform the duties other than those properly pertaining to the position which he legally holds.

Appointments from eligible list.

Non-competitive class.

15. The non-competitive class shall include such positions as are not in the exempt class or the labor class and which it is impracticable to include in the competitive class. Appointments for positions in the

non-competitive class shall be made after such non-competitive examination as shall be prescribed by the rules of the civil service commission. And from among those eligible, preference in appointment shall be given to soldiers, sailors or marines who have served in any war of the United States and have been honorably discharged from the United States services. The said commission shall state in its annual report the number of persons who come within this class, and the character of their services.

Preference to
veterans.

16. The labor class shall include ordinary unskilled laborers. Vacancies in the labor class shall be filled by appointment from lists of applicants registered in their respective localities by the civil service commission. Preference in employment from such lists shall be given according to the date of application. There shall be separate lists of applicants for different kinds of labor or employments, and the said commission may establish separate labor lists for various localities, institutions and departments. The said commission shall require an applicant for registration for the labor service before he can be registered to furnish evidence or to pass such examinations as they may deem proper with respect to his age, residence, physical condition, ability to labor, sobriety, industry, capacity and experience in the trade or employment for which he applies.

Labor class.

17. Within six months after the passage of this act and of the appointment of the civil service commissioners as therein provided, the civil service commission shall put into effect rules for the classification of the offices, places and employments in the classified service of this State and within forty-five days after the adoption hereof shall prepare and put into effect rules for the classification of the offices, places and employments in the classified service of any municipality of this State that may adopt the provisions of this act, which rules shall provide for examinations for positions in the classified service of the State, and of such municipalities thereof as may adopt the provisions of this act, and for appointments to and promotions therein, and for such other matters as are necessary to carry out the purposes of this act. Notice of the contents of such rules and regulations and of any modifications thereof shall be given by mail in due season to appointing officers and heads of depart-

Rules for
classification.

Examinations.

Notice of
rules, etc.,
given.

Probationary period. ments affected thereby, and said rules and regulations and modifications thereof shall also be printed for public distribution. All appointments and promotions to positions in the competitive, non-competitive and labor classes of the classified service shall be for a probationary period of three months. If, at the close of this probationary term, the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified in writing that he will not receive absolute appointment; otherwise his retention in the service shall be equivalent to his final and absolute appointment.

Character of examinations. 18. All examinations required to be held by the provisions of this act both for positions in the competitive class and the non-competitive class, or any other class where examinations are required to be held, shall be free to all citizens of the State of New Jersey with the limitations specified in the rules of the commission as to residence, age, sex, health, habits and moral character. Such examinations shall be practical in their character and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the position to which they seek to be appointed, and may include tests of physical qualifications and health, and when appropriate, of manual skill. No question in any examination shall relate to political or religious opinions or affiliations. The commission shall control all examinations, and may, whenever an examination is to take place, designate a suitable person or persons either in or not in the official service of the State, to be examiners, and it shall be the duty of such examiners, and if in the official service it shall be part of their official duty, without extra compensation, to conduct such examinations as the commission may direct, and to make return or report thereof to said commission; and the said commission may at any time substitute any other person, whether or not in such service, in the place of anyone so selected; and the commission may themselves at any time act as such examiners and without appointing examiners. Such examinations shall be held in such locality or localities as will most readily provide equal opportunity for all citizens of the said State with reference to positions in the service of the State, or to all citizens of any municipality that may hereafter adopt the provisions of

Examiners.

Where held.

this act with reference to positions in the service of the said municipality. Due and sufficient notice thereof being given in such manner that all persons interested in the said examinations may have an opportunity of learning of the time, place and conditions of the said examinations. Such notice of the time and place and general scope of every examination shall be given by the commission, by publication, for two weeks preceding such examination, in such newspapers of general circulation throughout the State as the commission shall prescribe, and such notice in printed form shall also be sent by the commissioners to the county clerks of each county, and by them promptly posted in a conspicuous place in the clerk's office of the said county.

Notice of examinations.

19. The commission shall require persons applying for admission to any examination provided for under this act or under the rules and regulations of the said commission, to file in its office within a reasonable time prior to the proposed examination a formal application, in which the applicant shall state under oath or affirmation:

Formal application.

Statement

- (1) Full name, residence and post-office address;
- (2) Nationality, age and the place and date of birth;
- (3) Health and physical capacity for public service;
- (4) Business and employments and residences for the five previous years;

(5) Such other information as may reasonably be required touching the applicant's merit and fitness for the public service; but no inquiry shall be made as to any religious opinions and political affiliations of the applicant.

Blank forms for such applications shall be furnished by the said commission without charge to all persons requesting the same. The said commission may require in connection with such application such certificates of citizens, physicians or others having knowledge of the applicant as the good of the service may require. The said commission may refuse to examine an applicant or after examination to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position or employment for which he applies, or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks employment, or who is addicted to the habitual use of intoxicating liquors to

Blank forms.

Refusal to examine or certify as eligible causes.

Hearing after
refusal to
examine.

excess, or who has been guilty of any crime or of infamous or notoriously disgraceful conduct, or who has been dismissed from the public service for delinquency or misconduct, or who has made false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment. Whenever the said commission refuses to examine an applicant or after an examination to certify an eligible, as provided in this section, then the said commission upon the request of such person shall grant to him a hearing upon the cause of such refusal. When any position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond, or other security, in lieu thereof, and shall notify the commission of the amount of said bond required; *provided, however*, that any surety company of this State, or any surety company of any other State of the United States authorized to transact business in this State, shall be a sufficient surety on any such bond.

Proviso.

Class register
of eligibles.

20. From the returns or reports of examiners, or from the examinations made by the commission, the commissioners shall prepare a register for each grade or class of positions in the classified service of the State, or of any municipality that may hereafter adopt the provisions of this act, of the persons who shall attain such minimum mark as may be fixed by the commission for any part of such examination and whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of said commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination; *provided, however*, that if any honorably discharged soldier, sailor or marine having served in the War of the Rebellion, shall be among those whose names are placed on such register, such soldier, sailor or marine shall be considered as standing highest in rank thereon, and if two or more names of such soldiers, sailors or marines shall be found on said register, they shall rank as to each other according to their relative excellence as determined by said examination.

Proviso,
pertaining to
civil war
veterans.

Selection
from eligible
list by certi-
fication of
three candi-
dates.

21. The head of a department, office or institution in which a position classified under this act is to be filled

shall notify said commission of that fact, stating the title or name of the position to be filled, the duties to be performed and compensation to be paid, and said commission shall certify to the appointing officer the names and addresses of three candidates standing highest upon the register for the class or grade in which the said position belongs, and the head of such department, office or institution shall select one of the three so certified, and after a candidate has been certified three times by the commission, and shall not be accepted by a head of department, office or institution, his name shall not again be certified to the same head of department, office or institution except at the request of such head of department, office or institution. In making such certification sex shall be disregarded, except when some statute, the rules of the said commission or the appointing power shall specify sex.

Sex disregarded.

22. Vacancies, in positions in the competitive class shall be filled, so far as practicable, by promotions from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotions shall be based upon merit, to be ascertained by examinations to be provided by the commission, and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority and experience. For the purposes of this section an increase in the salary, or other compensation of any person holding an office or position within the scope of the rules prescribed by the commission, beyond the limit fixed for the grade in which such office or position is classified shall be deemed a promotion. No person shall be promoted to a position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person except as provided above.

Vacancies filled by promotion for merit.

Increase of salary deemed promotion.

23. With the consent of the commission, a person holding an office or position in the classified service may on his own request be transferred to a similar office or position in another office, department or institution, but no transfer shall be made from an office or position in one class to an office or position in another class, nor shall a person be transferred to an office or position for

Terms pertaining to transfers.

If position
separated
from service
occupant
placed on
special list.

original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to an office or position held by such person. Any person holding an office or position under the classified service who has been separated from the service without any delinquency or misconduct on his part, but owing to reasons of economy or otherwise, may be reinstated within two years from the date of such separation to the same or similar office or position in the same department; and whenever any permanent office or position in the classified service is abolished or made unnecessary, the person or persons legally holding such office or position shall be deemed to be suspended without pay, and the names of such persons shall, on due notification from the appointing officer, be placed by the commission on a special list, and for a period of two years from the date of the abolishment of such office or position the person who held the same shall be entitled to reinstatement in any office or position of the same or similar kind as that previously abolished, and the names of all such persons, when an office or position is to be filled of a character the same or similar to that previously held by them, shall be certified by the commission to any appointing officer when such appointing officer shall make known to such commission, in the manner designated in this act, the office or position to be filled.

Removals,
reductions,
etc.

24. No officer, clerk or employe in the classified civil service shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of his religious or political opinions or affiliations. Further, no officer, clerk or employe holding a position in the competitive or non-competitive class of the classified civil service shall be removed, discharged or reduced, except as provided in section seventeen of this act as to probationers, until he shall have been furnished with a written statement of the reasons for such action and been allowed a reasonable time in which to make written answer thereto. In every case of such removal, discharge or reduction a copy of the statement or reasons therefor and of the answer thereto shall be furnished to the civil service commission, and entered upon the records of said commission and upon the rec-

Furnished
with written
statement
of charges.

ords of the department or office in which the discharged, removed or reduced person was or is employed. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days; *provided however*, that successive suspensions are not to be allowed.

Suspensions.

Proviso.

List of employes furnished commission.

25. It shall be the duty of each appointing officer to report to the civil service commission forthwith upon the appointment or employment the name of such appointee or employe, the title and character of his office or employment, the date of commencement of service by virtue thereof, and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowledge of each case, any separation of a person from the service, or other change therein, and such other information as the civil service commission may require, in order to keep the roster hereinafter mentioned. The commission shall keep in its office an official roster of the classified civil service of this State, and of such municipalities thereof as may adopt the provision of this act, and shall enter thereon the name of every person who has been appointed to, employed, promoted, reduced or reinstated in any position in such service. This roster shall be open to public inspection at all reasonable hours. The roster shall show, in connection with each name, the date of appointment, employment, promotion, reduction or reinstatement, and the compensation of the position, the title of the position, and the nature of the duties thereof, and the date and cause of any termination of such office or employment.

Roster of classified service.

What to contain.

26. It shall be unlawful for the Comptroller or other fiscal officer of the State, or of any municipality thereof that may adopt the provisions of this act, to draw, sign or issue any warrant on the Treasurer or other disbursing officer of the State, or of any municipality thereof that may have adopted the provisions of this act, for the payment of any salary or compensation to any officer, clerk, employe, or other person in the classified service, unless an estimate, payroll or account for such salary or compensation, containing the names of every person to be paid, shall bear the certificate of the civil service commission that the persons named in such estimate, payroll or account have been appointed, employed, reinstated or promoted in pursuance of law and of the

Commission to certify to disbursing officers as to appointment, etc.

Employee entitled to mandamus to secure certificate.

Disbursing officers liable for illegal payments.

Recovered money turned into treasury.

As to recommendations.

rules made in accordance with this act. Any officer, clerk, employe or person entitled to be certified by the said commission to the Comptroller, or other fiscal officer or disbursing officer, as having been appointed or employed in pursuance of law and of the rules made in accordance with this act, who shall be refused such certificate, may maintain a proceeding by mandamus to compel such commission to issue such certificate. Any sums paid contrary to the provisions of this section may be recovered from any officer or officers making such appointment in contravention of the provisions of law, or of the rules made in pursuance of law, or from any officer signing or countersigning, or authorizing the signing or countersigning of any warrant for the payment of the same, or from the sureties on the official bond of any of the said officers, in an action of debt in the Court of Common Pleas of any county within the State by a citizen resident therein who is assessed for and liable to pay, or within one year before the commencement of the action has paid, a State, city or county tax within the State. All moneys recovered in any action brought under this section shall, when collected, be paid into the treasury of the State, or of the proper municipality thereof, as the case may be, except that the plaintiff in any such action shall be entitled to receive, for his own use, the taxable costs of such action and five per centum of the amount recovered as attorney's fees.

27. No recommendation of any persons who shall apply for office or place, or for examination or registration under the provisions of this act or of rules established pursuant thereto, except as to character, and in the case of former employers as to ability, shall be given to or considered by any person concerned in making any examination, registration, appointment, promotion or reinstatement under this act and rules made pursuant thereto. No recommendation whatsoever shall relate to the political or religious opinions of any applicant. No recommendation for the promotion of any person in the classified service shall be considered by any officer concerned in making promotions except it be made by the officer or officers under whose supervision or control such employe is serving. Any recommendations made contrary to the provisions of this section with the knowledge and consent of the applicant or employe, shall be sufficient cause for refusing his

application or appointment, or for disbaring him from the promotion proposed.

28. Any commissioner, or examiner, or any person who shall wilfully, by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect of his or her right of examination, or registration, according to this act or to any rules or regulations prescribed pursuant thereto, or who shall wilfully or corruptly, falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified, pursuant to the provisions of this act, or aid in so doing, or who shall wilfully or corruptly make any false representations concerning the same, or concerning the person examined, or who shall wilfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or who shall personate any other person, or permit or aid in any manner any other person to personate him, in connection with any examination or registration, or application or request to be examined or registered, shall for each offense be deemed guilty of a misdemeanor. Misdemeanors under the provisions of this act shall be punishable by a fine of not less than ten dollars nor more than five hundred dollars, or by imprisonment for a term not exceeding six months, or both, in the discretion of the court.

As to con-
duction of
examinations.

False repre-
sentations.

False per-
sonation.

Penalty.

29. Nothing contained in this act shall be construed to prohibit the head of any department, office or institution of this State or of any municipality thereof adopting the provisions of this act employing temporarily, subject to the subsequent approval of the commission, in cases of emergency, a person or persons to carry out the work of such department, office or institution, but the head of such department, office or institution upon employing any such person or persons shall immediately give notice thereof to the commission created by this act, and as soon thereafter as practicable a person shall be selected in accordance with the other provisions of this act, whereupon the services of the person or persons so temporarily employed shall cease. In no case shall such employment continue for a longer period than two months, nor shall successive temporary ap-

Temporary
appointments
in emergencies.

Not to exceed
two months.

pointments be made to the same position under this provision.

Adoption of
act by munic-
ipalities by
ordinance
or vote.

30. Any municipality of this State may adopt the provisions of this act by an ordinance duly adopted by the governing body of such municipality, or by the petition and vote of the qualified voters of such municipality as hereinafter provided.

Method of
adoption in
cities and
counties.

31. Whenever there shall be presented to the governing body of any municipality of this State a petition signed, in counties and cities of the first and second class, by at least 500 legal voters in said counties or cities respectively, and in counties and cities of the third class by at least 250 legal voters of said counties or cities respectively, and in all other municipalities by at least 5 per cent. of the legal voters therein, requesting that the question of the adoption of the provisions of this Act be submitted to the legal voters of said municipality, it shall be the duty of said governing body to submit such question to the legal voters of said municipality at the next regular election. Public notice thereof shall be given by said governing body by publication in one or more newspapers published and circulated in the said municipality. Or if there be no newspapers published in the said municipality, then in one or more newspapers published in the county in which such municipality is located, to be designated by said governing body, once a week for at least four weeks, and by posting such notice in five of the most public places in said municipality for at least four weeks before said election.

Referendum.

Notice.

Ballots.

At any election at which the question of the adoption of the provisions of this act shall be submitted to the voters of any municipality, there shall be printed upon the official ballot for such municipality, the word "for" and the word "against" above and immediately preceding the words "An act regulating the employment, tenure and discharge of certain officers and employes of this State, and of the various counties and municipalities thereof, and providing for a civil service commission and defining its powers and duties."

Canvass:
returns.

If the word "for" be marked off or defaced upon the ballot it shall be counted as a vote against the acceptance of this act; if the word "against" be marked off or defaced upon the ballot, it shall be counted as a vote in favor of the acceptance of this act; and in case neither the word "for" nor the word "against" be marked off or

defaced upon the ballot, it shall not be counted as a vote either for or against such acceptance. A canvass and return of the votes upon the question of the acceptance of this act shall be made by the election officers in the same way and manner as for officers voted at such election and if a majority of the votes cast for and against the acceptance of this act shall be found to be in favor of its acceptance it shall then, but not otherwise, become operative in such municipality. The adoption of the ordinance provided for in section thirty-one of this act, or the result of said election, if favorable to the adoption of this act, as the case may be, shall be certified by the governing body or the municipality to the commission created by this act. The question of the adoption of this act shall not be submitted to the voters of any municipality oftener than once in two years.

Adoption
certified to
commission.

32. The words and terms used in the title and body of this act shall have the following meaning:

Definitions.

"Appointing officer" signifies the officer, commission, board or body having the power of appointment or election to, or removal from, subordinate positions in any office, department, commission, board or institution;

"Civil service" includes all offices and positions of trust or employment in the service of the State or any civil division thereof, except offices and positions in the military or naval departments;

"Commission" signifies the Civil Service Commission of New Jersey;

"Municipality" signifies village, town, township, borough, city or county or other such local civil government as is distinguished from the State government;

"He," "him," or "his" may be used interchangeably with "she" or "her."

"Ordinance" shall be construed to include resolution where the governing body usually proceeds by resolution.

33. In case, for any reason, any section or any provision of this act shall be questioned in any court and shall be held to be unconstitutional or invalid, the same shall not be held to affect any other section or provision of this act.

Invalidity of
a section not
to affect
others.

34. All acts or parts of acts inconsistent with the provisions of this act be and the same are hereby repealed.

Repealer.

35. This act shall take effect immediately.

Approved April 10, 1908.

SECOND ANNUAL REPORT
OF THE
CIVIL SERVICE COMMISSION

OF THE
State of New Jersey



TO WHICH ARE APPENDED
THE RULES OF THE COMMISSION
AND
THE CIVIL SERVICE LAW

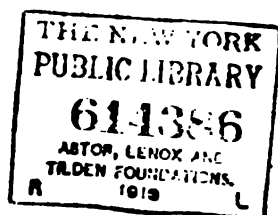
COMMISSIONERS

WILLIS FLETCHER JOHNSON, President,	New Providence
JAMES KERNEY,	Trenton
CHARLES H. BATEMAN,	Somerville
Col. JAMES R. MULLIKIN,	Newark

GARDNER COLBY, Chief Examiner and Secretary

TRENTON, N. J.:
MACCELLISH & QUIGLEY, STATE PRINTERS.

1909.



JOHN W. B.
OLSON
YASSEL

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Probationary
period.

ments affected thereby, and said rules and regulations and modifications thereof shall also be printed for public distribution. All appointments and promotions to positions in the competitive, non-competitive and labor classes of the classified service shall be for a probationary period of three months. If, at the close of this probationary term, the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified in writing that he will not receive absolute appointment; otherwise his retention in the service shall be equivalent to his final and absolute appointment.

Character of
examinations.

18. All examinations required to be held by the provisions of this act both for positions in the competitive class and the non-competitive class, or any other class where examinations are required to be held, shall be free to all citizens of the State of New Jersey with the limitations specified in the rules of the commission as to residence, age, sex, health, habits and moral character. Such examinations shall be practical in their character and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the position to which they seek to be appointed, and may include tests of physical qualifications and health, and when appropriate, of manual skill. No question in any examination shall relate to

Examiners.

political or religious opinions or affiliations. The commission shall control all examinations, and may, whenever an examination is to take place, designate a suitable person or persons either in or not in the official service of the State, to be examiners, and it shall be the duty of such examiners, and if in the official service it shall be part of their official duty, without extra compensation, to conduct such examinations as the commission may direct, and to make return or report thereof to said commission; and the said commission may at any time substitute any other person, whether or not in such service, in the place of anyone so selected; and the commission may themselves at any time act as such examiners and without appointing examiners. Such

Where held.

examinations shall be held in such locality or localities as will most readily provide equal opportunity for all citizens of the said State with reference to positions in the service of the State, or to all citizens of any municipality that may hereafter adopt the provisions of

this act with reference to positions in the service of the said municipality. Due and sufficient notice thereof being given in such manner that all persons interested in the said examinations may have an opportunity of learning of the time, place and conditions of the said examinations. Such notice of the time and place and general scope of every examination shall be given by the commission, by publication, for two weeks preceding such examination, in such newspapers of general circulation throughout the State as the commission shall prescribe, and such notice in printed form shall also be sent by the commissioners to the county clerks of each county, and by them promptly posted in a conspicuous place in the clerk's office of the said county.

Notice of examinations.

19. The commission shall require persons applying for admission to any examination provided for under this act or under the rules and regulations of the said commission, to file in its office within a reasonable time prior to the proposed examination a formal application, in which the applicant shall state under oath or affirmation:

Formal application.

- (1) Full name, residence and post-office address;
- (2) Nationality, age and the place and date of birth;
- (3) Health and physical capacity for public service;
- (4) Business and employments and residences for the

five previous years;

(5) Such other information as may reasonably be required touching the applicant's merit and fitness for the public service; but no inquiry shall be made as to any religious opinions and political affiliations of the applicant.

Statement

Blank forms for such applications shall be furnished by the said commission without charge to all persons requesting the same. The said commission may require in connection with such application such certificates of citizens, physicians or others having knowledge of the applicant as the good of the service may require. The said commission may refuse to examine an applicant or after examination to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position or employment for which he applies, or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks employment, or who is addicted to the habitual use of intoxicating liquors to

Blank forms.

Refusal to examine or certify as eligible causes.

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excess, or who has been guilty of any crime or of infamous or notoriously disgraceful conduct, or who has been dismissed from the public service for delinquency or misconduct, or who has made false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment. Whenever the said commission refuses to examine an applicant or after an examination to certify an eligible, as provided in this section, then the said commission upon the request of such person shall grant to him a hearing upon the cause of such refusal. When any position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond, or other security, in lieu thereof, and shall notify the commission of the amount of said bond required; *provided, however*, that any surety company of this State, or any surety company of any other State of the United States authorized to transact business in this State, shall be a sufficient surety on any such bond.

Proviso.

Class register
of eligibles.

20. From the returns or reports of examiners, or from the examinations made by the commission, the commissioners shall prepare a register for each grade or class of positions in the classified service of the State, or of any municipality that may hereafter adopt the provisions of this act, of the persons who shall attain such minimum mark as may be fixed by the commission for any part of such examination and whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of said commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination; *provided, however*, that if any honorably discharged soldier, sailor or marine having served in the War of the Rebellion, shall be among those whose names are placed on such register, such soldier, sailor or marine shall be considered as standing highest in rank thereon, and if two or more names of such soldiers, sailors or marines shall be found on said register, they shall rank as to each other according to their relative excellence as determined by said examination.

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21. The head of a department, office or institution in which a position classified under this act is to be filled

shall notify said commission of that fact, stating the title or name of the position to be filled, the duties to be performed and compensation to be paid, and said commission shall certify to the appointing officer the names and addresses of three candidates standing highest upon the register for the class or grade in which the said position belongs, and the head of such department, office or institution shall select one of the three so certified, and after a candidate has been certified three times by the commission, and shall not be accepted by a head of department, office or institution, his name shall not again be certified to the same head of department, office or institution except at the request of such head of department, office or institution. In making such certification sex shall be disregarded, except when some statute, the rules of the said commission or the appointing power shall specify sex.

Sex disregarded.

22. Vacancies, in positions in the competitive class shall be filled, so far as practicable, by promotions from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotions shall be based upon merit, to be ascertained by examinations to be provided by the commission, and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority and experience. For the purposes of this section an increase in the salary, or other compensation of any person holding an office or position within the scope of the rules prescribed by the commission, beyond the limit fixed for the grade in which such office or position is classified shall be deemed a promotion. No person shall be promoted to a position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person except as provided above.

Vacancies filled by promotion for merit.

Increase of salary deemed promotion.

23. With the consent of the commission, a person holding an office or position in the classified service may on his own request be transferred to a similar office or position in another office, department or institution, but no transfer shall be made from an office or position in one class to an office or position in another class, nor shall a person be transferred to an office or position for

Terms pertaining to transfers.

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Removals,
reductions,
etc.

24. No officer, clerk or employe in the classified civil service shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of his religious or political opinions or affiliations. Further, no officer, clerk or employe holding a position in the competitive or non-competitive class of the classified civil service shall be removed, discharged or reduced, except as provided in section seventeen of this act as to probationers, until he shall have been furnished with a written statement of the reasons for such action and been allowed a reasonable time in which to make written answer thereto. In every case of such removal, discharge or reduction a copy of the statement or reasons therefor and of the answer thereto shall be furnished to the civil service commission, and entered upon the records of said commission and upon the rec-

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ords of the department or office in which the discharged, removed or reduced person was or is employed. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days; *provided however*, that successive suspensions are not to be allowed.

Suspensions.

Proviso.

List of employees furnished commission.

25. It shall be the duty of each appointing officer to report to the civil service commission forthwith upon the appointment or employment the name of such appointee or employee, the title and character of his office or employment, the date of commencement of service by virtue thereof, and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowledge of each case, any separation of a person from the service, or other change therein, and such other information as the civil service commission may require, in order to keep the roster hereinafter mentioned. The commission shall keep in its office an official roster of the classified civil service of this State, and of such municipalities thereof as may adopt the provision of this act, and shall enter thereon the name of every person who has been appointed to, employed, promoted, reduced or reinstated in any position in such service. This roster shall be open to public inspection at all reasonable hours. The roster shall show, in connection with each name, the date of appointment, employment, promotion, reduction or reinstatement, and the compensation of the position, the title of the position, and the nature of the duties thereof, and the date and cause of any termination of such office or employment.

Roster of classified service.

What to contain.

26. It shall be unlawful for the Comptroller or other fiscal officer of the State, or of any municipality thereof that may adopt the provisions of this act, to draw, sign or issue any warrant on the Treasurer or other disbursing officer of the State, or of any municipality thereof that may have adopted the provisions of this act, for the payment of any salary or compensation to any officer, clerk, employee, or other person in the classified service, unless an estimate, payroll or account for such salary or compensation, containing the names of every person to be paid, shall bear the certificate of the civil service commission that the persons named in such estimate, payroll or account have been appointed, employed, reinstated or promoted in pursuance of law and of the

Commission to certify to disbursing officers as to appointment, etc.

Employee entitled to mandamus to secure certificate.

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Recovered money turned into treasury.

As to recommendations

rules made in accordance with this act. Any officer, clerk, employee or person entitled to be certified by the said commission to the Comptroller, or other fiscal officer or disbursing officer, as having been appointed or employed in pursuance of law and of the rules made in accordance with this act, who shall be refused such certificate, may maintain a proceeding by mandamus to compel such commission to issue such certificate. Any sums paid contrary to the provisions of this section may be recovered from any officer or officers making such appointment in contravention of the provisions of law, or of the rules made in pursuance of law, or from any officer signing or countersigning, or authorizing the signing or countersigning of any warrant for the payment of the same, or from the sureties on the official bond of any of the said officers, in an action of debt in the Court of Common Pleas of any county within the State by a citizen resident therein who is assessed for and liable to pay, or within one year before the commencement of the action has paid, a State, city or county tax within the State. All moneys recovered in any action brought under this section shall, when collected, be paid into the treasury of the State, or of the proper municipality thereof, as the case may be, except that the plaintiff in any such action shall be entitled to receive, for his own use, the taxable costs of such action and five per centum of the amount recovered as attorney's fees.

27. No recommendation of any persons who shall apply for office or place, or for examination or registration under the provisions of this act or of rules established pursuant thereto, except as to character, and in the case of former employers as to ability, shall be given to or considered by any person concerned in making any examination, registration, appointment, promotion or reinstatement under this act and rules made pursuant thereto. No recommendation whatsoever shall relate to the political or religious opinions of any applicant. No recommendation for the promotion of any person in the classified service shall be considered by any officer concerned in making promotions except it be made by the officer or officers under whose supervision or control such employee is serving. Any recommendations made contrary to the provisions of this section with the knowledge and consent of the applicant or employee, shall be sufficient cause for refusing his

application or appointment, or for disbaring him from the promotion proposed.

28. Any commissioner, or examiner, or any person who shall wilfully, by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect of his or her right of examination, or registration, according to this act or to any rules or regulations prescribed pursuant thereto, or who shall willfully or corruptly, falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified, pursuant to the provisions of this act, or aid in so doing, or who shall willfully or corruptly make any false representations concerning the same, or concerning the person examined, or who shall willfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or who shall personate any other person, or permit or aid in any manner any other person to personate him, in connection with any examination or registration, or application or request to be examined or registered, shall for each offense be deemed guilty of a misdemeanor. Misdemeanors under the provisions of this act shall be punishable by a fine of not less than ten dollars nor more than five hundred dollars, or by imprisonment for a term not exceeding six months, or both, in the discretion of the court.

As to con-
duction of
examinations.

False repre-
sentations.

False per-
sonation.

Penalty.

29. Nothing contained in this act shall be construed to prohibit the head of any department, office or institution of this State or of any municipality thereof adopting the provisions of this act employing temporarily, subject to the subsequent approval of the commission, in cases of emergency, a person or persons to carry out the work of such department, office or institution, but the head of such department, office or institution upon employing any such person or persons shall immediately give notice thereof to the commission created by this act, and as soon thereafter as practicable a person shall be selected in accordance with the other provisions of this act, whereupon the services of the person or persons so temporarily employed shall cease. In no case shall such employment continue for a longer period than two months, nor shall successive temporary ap-

Temporary
appointments
in emergencies.

Not to exceed
two months.

pointments be made to the same position under this provision.

Adoption of
act by munic-
ipalities by
ordinance
or vote.

30. Any municipality of this State may adopt the provisions of this act by an ordinance duly adopted by the governing body of such municipality, or by the petition and vote of the qualified voters of such municipality as hereinafter provided.

Method of
adoption in
cities and
counties.

31. Whenever there shall be presented to the governing body of any municipality of this State a petition signed, in counties and cities of the first and second class, by at least 500 legal voters in said counties or cities respectively, and in counties and cities of the third class by at least 250 legal voters of said counties or cities respectively, and in all other municipalities by at least 5 per cent. of the legal voters therein, requesting that the question of the adoption of the provisions of this Act be submitted to the legal voters of said municipality, it shall be the duty of said governing body to submit such question to the legal voters of said municipality at the next regular election. Public notice thereof shall be given by said governing body by publication in one or more newspapers published and circulated in the said municipality. Or if there be no newspapers published in the said municipality, then in one or more newspapers published in the county in which such municipality is located, to be designated by said governing body, once a week for at least four weeks, and by posting such notice in five of the most public places in said municipality for at least four weeks before said election.

Referendum.

Notice.

Ballots.

At any election at which the question of the adoption of the provisions of this act shall be submitted to the voters of any municipality, there shall be printed upon the official ballot for such municipality, the word "for" and the word "against" above and immediately preceding the words "An act regulating the employment, tenure and discharge of certain officers and employes of this State, and of the various counties and municipalities thereof, and providing for a civil service commission and defining its powers and duties."

CANVASS;
returns.

If the word "for" be marked off or defaced upon the ballot it shall be counted as a vote against the acceptance of this act; if the word "against" be marked off or defaced upon the ballot, it shall be counted as a vote in favor of the acceptance of this act; and in case neither the word "for" nor the word "against" be marked off or

defaced upon the ballot, it shall not be counted as a vote either for or against such acceptance. A canvass and return of the votes upon the question of the acceptance of this act shall be made by the election officers in the same way and manner as for officers voted at such election and if a majority of the votes cast for and against the acceptance of this act shall be found to be in favor of its acceptance it shall then, but not otherwise, become operative in such municipality. The adoption of the ordinance provided for in section thirty-one of this act, or the result of said election, if favorable to the adoption of this act, as the case may be, shall be certified by the governing body or the municipality to the commission created by this act. The question of the adoption of this act shall not be submitted to the voters of any municipality oftener than once in two years.

Adoption
certified to
commission.

32. The words and terms used in the title and body of this act shall have the following meaning:

Definitions.

"Appointing officer" signifies the officer, commission, board or body having the power of appointment or election to, or removal from, subordinate positions in any office, department, commission, board or institution;

"Civil service" includes all offices and positions of trust or employment in the service of the State or any civil division thereof, except offices and positions in the military or naval departments;

"Commission" signifies the Civil Service Commission of New Jersey;

"Municipality" signifies village, town, township, borough, city or county or other such local civil government as is distinguished from the State government;

"He," "him," or "his" may be used interchangeably with "she" or "her."

"Ordinance" shall be construed to include resolution where the governing body usually proceeds by resolution.

33. In case, for any reason, any section or any provision of this act shall be questioned in any court and shall be held to be unconstitutional or invalid, the same shall not be held to affect any other section or provision of this act.

Invalidity of
a section not
to affect
others.

34. All acts or parts of acts inconsistent with the provisions of this act be and the same are hereby repealed.

Repealer.

35. This act shall take effect immediately.

Approved April 10, 1908.

SECOND ANNUAL REPORT
OF THE
CIVIL SERVICE COMMISSION

OF THE
State of New Jersey



TO WHICH ARE APPENDED
THE RULES OF THE COMMISSION
AND
THE CIVIL SERVICE LAW

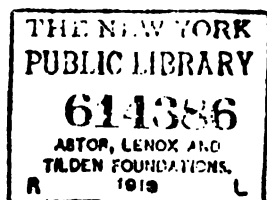
COMMISSIONERS

WILLIS FLETCHER JOHNSON, President,	.	New Providence
JAMES KERNEY,	.	Trenton
CHARLES H. BATEMAN,	.	Somerville
Col. JAMES R. MULLIKIN,	.	Newark

GARDNER COLBY, Chief Examiner and Secretary

TRENTON, N. J.:
MACCRELLISH & QUIGLEY, STATE PRINTERS.

1909.



ROY WEN
CLUB
YSAFELL

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WYOMING
CLUB
YSAZU

REPORT.

To the Governor:

The Civil Service Commission of the State of New Jersey herewith presents its Second Annual Report:

ORGANIZATION.

The composition and organization of the Commission remain unchanged, Commissioner Mullikin having been reappointed at the expiration of his first term of office, in April, 1909. Several changes have occurred, however, among its employees. On April 19th, 1909, Mr. Frank B. Jess presented his resignation from the place of Chief Examiner, which was accepted with an expression of regret and of appreciation of the value of his services in the organization and conduct of that important department of work. On the same day Mr. Gardner Colby was transferred from the place of Secretary of the Commission to that of Chief Examiner, and Mr. Thomas E. Mernin, who had been Assistant Secretary, was appointed Secretary temporarily for a period not to exceed sixty days. On June 15th, after careful consideration of the needs of the service, with a view to both efficiency and economy, and after consultation with the Attorney-General, the Commission decided to unite the places of Chief Examiner and Secretary under one occupant, and Mr. Gardner Colby was thereupon appointed Secretary as well as Chief Examiner at the single salary of the latter place; and Mr. Mernin was restored to his former place as Assistant Secretary. On January 19th, Mr. John S. Merzbacher was appointed Assistant Examiner for the probationary period provided by law. On April 19th he resigned, and the place was thereupon abolished.

6 REPORT OF CIVIL SERVICE COMMISSION.

MEETINGS.

Meetings of the Commission have been held regularly throughout the year, generally each week at the State House, Trenton, but also, for special purposes, in connection with examinations, investigations or visits of observation, at Newark, Jersey City, New Brunswick, Sea Girt, the State Home for Girls at Trenton, the State Hospital at Morris Plains, and the State Reformatory at Rahway. Excepting during the temporary illness of Commissioners Bateman and Johnson, all members of the Commission have generally been in attendance.

The entire Commission, accompanied by the Chief Examiner and Secretary, attended and took part in the annual convention of the National Civil Service Reform League at Pittsburgh, Penn., on December 17th and 18th, 1908, and an address was made to the Convention by Commissioner Johnson on "The Progress of Civil Service Reform in New Jersey."

THE LAW IN MUNICIPALITIES.

The work of the Commission has materially increased during the year by the added demands made upon it for examinations of candidates for eligible lists and by the adoption of the Civil Service Law by more municipalities.

The law was adopted by the City of Bayonne by ordinance of the governing body, and became fully effective there on December 16th, 1908, and has since been administered with general satisfaction. It was similarly adopted in the City of New Brunswick on December 7th, but on January 4th the new city government attempted to repeal the ordinance of adoption. This Commission held that it was not competent thus to repeal it and that the original adoption must stand, and that view was on November 9th, 1909, fully sustained and confirmed by a decision of the Supreme Court. The law was adopted by ordinance of the governing body of Jersey City on December 18th, 1908, and became fully effective on February 2d, 1909. It was in like manner adopted in the Village of South Orange on May 3d.

1909. An attempt was made to repudiate it on the ground that it had not been legally adopted, but this Commission held that its adoption was on the face of it legal and must be so regarded, and in that view was fully sustained by a decision of the Supreme Court.

On December 7th, 1909, the Common Council of the City of Rahway passed an ordinance adopting the Civil Service law for that municipality.

THE ESSEX COUNTY LITIGATION.

Early in December, 1908, a controversy concerning the classification of certain officers of Essex County led to litigation between rival claimants of the places. The suit, involving the constitutionality of certain provisions of the Civil Service Law, was carried from the Supreme Court to the Court of Errors and Appeals, and was argued before and considered by it at much length. The decision of the Court has not yet been announced. The uncertainty of the outcome has caused the Commission some embarrassment in its work during several months.

INQUESTS INTO COMPLAINTS.

The chief investigations into alleged violations of the law during the year were held at New Brunswick and Jersey City. On May 11th, 1909, the Commission met at New Brunswick to investigate the complaint of seven employes of the Street and Roads Department that they had been discharged without just cause. The inquest elicited the facts that they had been entirely competent and acceptable workmen and that they had been dismissed to make room for men of another political faith, those who dismissed them relying for immunity on the belief that the ordinance repealing the Civil Service Law was valid and that the law was therefore not in force. The Commission as already stated held otherwise concerning the law, and found that the men had been illegally dismissed, and issued an order authorizing their immediate reinstatement; and they were thereupon reinstated. At the same time the Commission approved

8 REPORT OF CIVIL SERVICE COMMISSION.

as proper the dismissal of three men who had been appointed in their places and who had been found drunk when they should have been at work. The circumstances that faithful and efficient men had been displaced to make room under the old political spoils system for others who proved to be drunken and incompetent, was an interesting demonstration of the need of the enforcement of the merit system.

An investigation was held in Jersey City on May 19th, 1909, in the cause of a police officer who had been demoted from the rank of Captain to that of Sergeant. After a painstaking hearing of both sides it was decided that the Commission should take no action in the matter because all the requirements of the Civil Service Law appeared to have been complied with, and also because the case was at the time in process of adjudication by the Supreme Court.

ATTEMPTED BRIBERY AND IMPERSONATION.

At an examination for bath-house attendants which was held in Jersey City on May 19th, 1909, one of the competitors was detected in dishonest practices and attempted to secure immunity and successful passage of the examination by offering a money bribe to the Chief Examiner. He was promptly expelled from further examinations, but inability to secure sufficient corroborative evidence of his guilt prevented criminal prosecution of him.

At the same examination a candidate who had applied in due form for examination was impersonated by some other man. The fraud was detected at the close of the examination, the fraudulent papers were rejected, and the case was, after thorough investigation by the Commission, placed in the hands of the County Prosecutor. The culprit absconded in time to avoid arrest, however, and is still in exile or in hiding.

CIVIL SERVICE IN LIBRARIES.

On December 1st, 1908, a hearing was given to the Librarian of the Newark Free Library on his request that the head of

the School Department of that institution be placed on the exempt list. In that case the request was granted, but the Commission was unable to agree with the Librarian's contention that all heads of departments if not all library employes of all grades should be exempted from competitive examinations, and that the Civil Service system was not properly and profitably applicable to library work. The Commission has since held, with satisfactory results, examinations for library assistants at Jersey City and Bayonne, as well as at Newark. Its belief in the practicability of conducting such examinations has been further confirmed by the testimony of the Chairman of the Public Library Commission of this State, as expressed in a letter from the Secretary of that Commission to the Secretary and Chief Examiner of the Civil Service Commission, as follows:

October 27th, 1909.

Mr. Gardner Colby, Secretary and Chief Examiner New Jersey Civil Service Commission:

DEAR SIR—At the request of Mr. Kimball, the Chairman of the Public Library Commission, I write to express his satisfaction at the operations of the Civil Service Law so far as it has affected our Commission. Mr. Kimball had some doubt whether it was safe to engage library assistants on the records made by an examination conducted by the Civil Service Commission, believing that the personality of the applicant was an important factor. We have learned by experience that that is considered in the examination, and that the department heads are consulted in the preparation of the examination questions.

The examination conducted last August was entirely practical, and as a result of it Miss Edna B. Pratt, of Asbury Park, was selected as Assistant Organizer of the Public Library Commission, her average being the highest of the five applicants who passed. Miss Pratt is doing work that is entirely satisfactory.

Yours very truly,

(Signed) HENRY C. BUCHANAN,
Secretary Public Library Commission.

Additional testimony to the same effect, from outside of our own State, is afforded by the recent experience of the great Public Library of Chicago, Illinois, which cannot be described better than in the language of one of the directors of that institution in a recent issue of *The Survey*, as follows:

"The appointment of Henry E. Legler as librarian of the Chicago Public Library, and his acceptance of the position, have great public significance. For it is the first appointment to the librarianship of a great library to be made under the Civil Service Law. This method of appointment is not in favor among the leaders of the library service of the country, and is even resented with some bitterness by certain of them as an unwarrantable interference with library efficiency and a lowering of the professional status and standards of librarians. The Illinois Civil Service Law, however, left the directors of the Chicago Public Library no option other than to make the very best possible use of it. Fortunately both the members of the board and the Civil Service Commissioners felt confident that the application of its provisions and spirit could be so applied that men of high standing and qualifications could submit to its tests without loss of professional standards. In order to assure this, the Civil Service Commissioners went about their delicate task with clear insight into the situation and generous breadth of view in applying the law."

"There are many things to justify the approval given without dissent in Chicago to the appointment of Mr. Legler as peculiarly adapted to meet the complex and exacting demands of the present situation and opportunity of the Public Library."

"His prompt acceptance of the appointment and his early entrance upon the field of his great opportunity assure an extension of library service such as has rarely, if ever, been realized in America."

In view of such achievements the Commission feels confirmed in its opinion that the Civil Service system is not only practicable but profitable and highly desirable for application to library employes and officials of all grades.

HEALTH BOARD EXAMINATIONS.

On March 25th, after conference with representatives of the State Board of Health, this Commission constituted the examiners of that Board an examining board of the Civil Service Commission, for competitive examinations for the positions of Health Officers and Sanitary and Plumbing Inspectors, and directed that the Civil Service examinations for those positions be conducted concurrently with the examinations of the State Board of Health.

NUMBER AND RESULTS OF EXAMINATIONS.

At the present time there are approximately 11,000 public offices, State and municipal, within the purview of this Commission. The amount of work required to provide eligible lists for filling vacancies actually occurring and in readiness for such as are likely to occur will be more fully set forth in the accompanying reports of the Chief Examiner and Secretary. In this place it will suffice to state that during the year 118 competitive examinations have been held, at which 2,290 applicants have been examined. Of these 688 have been accepted and placed upon the eligible lists, while 1,146 have failed to pass the examinations and have consequently been rejected. The remaining 456 have not yet been passed upon. The 118 examinations were for the filling of 93 different kinds of classes of places, such as clerks, bookkeepers, pharmacists, firemen, policemen, interpreters, farmers, electricians, district physicians, chauffeurs, butchers, library assistants, plumbers, cooks, tenement-house inspectors, carpenters, stenographers, bath attendants, typewriters, chemists, elevator operators, arboriculturists, patrol-wagon drivers, and many other kinds of work in State or municipal service.

In some examinations there has been a dearth of applicants and the Commission has been embarrassed in its efforts to provide suitable eligible lists. This state of affairs has almost invariably been due to the smallness of the salary paid or to the undesirable nature of the work, and the Commission has at times been unjustly censured for not providing candidates for

appointment when the real fault lay in the places themselves or in the appointing officers or those who fixed the compensation and the amount and character of services required. Confirmation of this opinion has recently been given at the State Hospital for the Insane at Trenton, where suspicion has arisen that inmates have been ill-treated by attendants and where the Medical Director has expressed a wish that he might be empowered to pay higher salaries so as to secure better and more permanent service. A similar wish was expressed to this Commission at Morris Plains. It seems highly desirable that sufficient salaries should be paid to make it possible to secure intelligent and humane care for the most helpless and pitiable wards of the State. If this were done, it would be possible to transfer hospital attendants and other employes from the non-competitive to the competitive class, to subject candidates to thorough examinations as to their fitness for the peculiarly delicate and responsible duties which they have to perform, and to secure from specially trained persons a far more permanent and efficient service than is obtainable under present conditions. These observations are applicable and pertinent to many places in the public service throughout the State beside those mentioned above.

THE RECORD OF APPOINTMENTS.

Since the beginning of the operation of the law there have been 2,593 appointments to all classes of positions in the service of the State and of the municipalities. By far the larger part of such appointments have been made in the last year.

THE RECORD OF DISMISSALS.

There have been 176 dismissals from the public service for cause, which have been promptly and easily effected under the simple provisions of the Civil Service Law. These dismissals have been for a variety of causes. About one-fourth of them were for absence from or neglect of duty, almost as many were for intoxication, and almost equal number were for abuse

of patients or prisoners in public institutions or for general incompetence and unsatisfactoriness. Other causes for dismissal were insubordination, falsehood, disorderly or indecent conduct, violation of rules, supplying intoxicants to inmates of institutions, profane or indecent language, and cruelty to animals. These causes will all be recognized as sufficient to warrant dismissal, and in all these cases the dismissals were made as easily and as expeditiously as though the Civil Service Law had not been in operation. Indeed, in many cases heads of departments testified that the Civil Service Law had actually facilitated dismissals. At the same time the scrutiny of each case by the Civil Service Commission, and the fact that the vacancies thus created had to be filled from eligible lists provided as the result of impartial competitive examinations, afforded a reasonable guarantee that the causes assigned for dismissal were true.

Only a few dismissals, as already mentioned, were made for insufficient or illegal cause, and in all cases the careful investigation by this Commission and the consequent finding and order resulted in the prompt undoing of the wrong and the reinstatement of the improperly dismissed employes. These facts abundantly demonstrate that the Civil Service Law affords practical and efficient protection to faithful and competent place-holders, while it does not in the least screen the unfaithful and incompetent and does not in any degree prevent the improvement of the service by weeding out unworthy incumbents.

SOME CRITICISMS ANSWERED.

What has just been said should be a sufficient answer to the chief criticism of the law and the Commission which has been sincerely if mistakenly made. It would not be profitable to take up much space with consideration of attacks upon the merit system which are obviously inspired by either prejudice or lack of information, or possibly by some even less worthy motive.

The complaint that the law gives State officers control of local appointments has seemed to us unfounded, since no appointments whatever outside of its own offices are ever made, suggested or in any way controlled by the Commission, save

14 REPORT OF CIVIL SERVICE COMMISSION.

in the requirement which certainly should not be objected to by any municipality, that appointees shall, if possible, be taken from among the actual residents of the community which they are to serve and not be imported thither from other communities, and in, of course, the fundamental requirement that they shall have shown themselves qualified for the places which they are to fill, the only preference being given to those whose qualifications are highest.

The complaint that the system "adds to local expense" is hopelessly stultified by the accompanying expression of preference for that system of local examining boards which formerly prevailed to a limited extent. The fact is that the system imposes no local expense whatever in any case, while it actually relieves of considerable expense those municipalities which formerly had local boards for police and fire department examinations.

ECONOMY OF THE SYSTEM.

In this connection it may pertinently be pointed out that the system cannot fairly be regarded as adding anything to the net costs of the State government. It is obvious that the work of examining, investigating or otherwise scrutinizing applicants for office so as to determine their capacity and fidelity must be done by some competent persons if the public service is to be properly filled. It seems probable that by the assignment of it to a commission specially constituted for the purpose that work will be done not only more thoroughly and fairly but also far more economically, in dollars and cents, than it could be done by leaving it to a multiplicity of heads of departments or other officers upon whose time it would make serious demands and with whose regular official work it would at times seriously interfere.

INSPIRED COMPLAINTS.

Another complaint, which may perhaps be worth citing for the sake of humor, has been that the measurements and weights

prescribed in the Commission's rules pertaining to examinations for the police and fire departments were "probably taken from some life insurance statistics tabulated by a clerk." This will be richly appreciated by those who know, as indeed all intelligent persons are supposed to know, with what care such tables are prepared by the most expert officers of insurance companies, on the highest medical and physiological authority, as one of the most important parts of the foundation of the business-science of insurance.

THE SYSTEM GROWING IN FAVOR.

On the whole, however, complaints and criticisms of the law and of its administration have been steadily decreasing in frequency and importance in proportion as familiarity with the law through its practical application has dispelled misapprehensions concerning it and has demonstrated its practical utility and benefits. A few minor changes in the rules of the Commission, which will be found in an appendix to this report, have been made, chiefly in the direction of correcting ambiguities and making the application and operation of the law more clear and explicit. Several additional interpretations of the law have been made on request by the Attorney-General of the State, for which the thanks of the Commission are due, as they are due also to other State and municipal officials who have courteously and efficiently co-operated with the Commission for the administration of the law.

All of which is respectfully submitted.

WILLIS FLETCHER JOHNSON, *President*,
JAMES R. MULLIKIN,
CHARLES H. BATEMAN,
JAMES KERNEY.

Trenton, N. J., December 14th, 1909.

Report of the Chief Examiner and Secretary.

To the Civil Service Commission:

GENTLEMEN—I beg to submit herewith my report as Secretary and Chief Examiner.

CLASSIFICATION.

A complete classification of the positions under the Civil Service Law in the State service and in the service of the municipalities that have so far adopted the act is annexed hereto in Appendix I. Since the submission of the last annual report, a number of changes have been made and the classification has been fully corrected to date to include all such changes.

Section 15 of the law requires that the Commission shall state the number of those who come within the non-competitive class and the character of their services. There will be found opposite the non-competitive positions numerals which indicate the number of those employed in each case; also a statement of the character of the services rendered.

EXEMPTIONS.

The exemptions made in compliance with specific directions in Section 13 of the law are shown in the classification by reference to the section and paragraph of the law directing same. Appendix II. shows the exemptions made under the authority granted in the same section to the Commission to add to such exemptions, and sets forth the reason for exemption in each case.

OPINIONS OF THE ATTORNEY-GENERAL.

Under Appendix III. appear the more important opinions rendered to this Commission since the date of the publication of its last report.

RULES AND REGULATIONS.

The rules and regulations of the Commission are appended hereto and form Appendix IV.

EXAMINATIONS.

From January 1st, 1909, and up to and including December 31st, 1909, a period of twelve months, there have been held in all one hundred and twenty-five examinations. A list of such examinations appears under Appendix V. They cover a wide range of positions in the service of the State and of the municipalities. During the greater portion of the first six months of the work of the examination department, the examinations held were largely to provide eligible lists for already existing vacancies, and from time to time requests are yet made for such special examinations. On July 1st, 1909, anticipating that the call for examinations of this character would, to a certain extent, cease, and appreciating the desirability of providing eligibles who could be immediately placed in vacant positions without the delay incident to the holding of an examination for eligibles, a letter was addressed by me to the heads of State and municipal departments, requesting them to state for what positions they thought it most desirable that an eligible list from competitive examination should be prepared. A number of department heads responded offering valuable suggestions, while some others seemed unwilling or unable to do so. As a result of the investigation, a series of examinations to provide eligible lists was planned beginning in the early part of the fall. As a result of these and previously held examinations, quite an extended list of eligibles covering a more or less wide range of positions has been obtained. In some positions, more notably those of male stenographers and stationary firemen, it has been necessary to hold several successive examinations to meet the needs of the various departments and institutions.

ORAL EXAMINATIONS.

In all thirteen oral examinations have been held, and this method of conducting examinations has proven satisfactory, especially for the lower grade positions, candidates for which often find difficulty because of lack of education in properly expressing themselves on paper. Were it not for the requirements of the law, necessitating the holding of examinations in such localities as will most readily provide equal opportunity for all citizens of the State, and the cost of providing local stenographers, or of taking the Commission's stenographers to so many different points, the practice should be more frequently followed. It is, of course, somewhat difficult to determine the intent of the Legislature in making this provision in the law. The City of Trenton itself is a point easily accessible to citizens in all parts of the State, but the Commission has heretofore felt that the requirements of the law could not be fully complied with unless examinations were held at such central points as Newark, Trenton and Camden.

In the preparation of the examinations which have been held in the past year, the constant effort of the Chief Examiner has been to make the examinations thoroughly practical. To secure this end, the services of State and Municipal Department Heads, expert in technical branches, have been enlisted in the preparation of the examinations of a more technical character. The Commission has also called to its assistance some of the professors in our State educational institutions and from Stevens Institute in particular, where a number of important examinations have been held at the Carnegie Laboratory, and valuable help of this nature has been obtained. Only such mental tests, including elementary work in arithmetic and spelling, as in the opinion of the department were absolutely necessary, have been required for the lower grade positions. The view of this department, that such examinations are necessary, is generally concurred in by the department heads themselves and in many cases has been especially requested.

ADVERTISEMENT OF EXAMINATIONS.

Considerable difficulty has been experienced in properly bringing examinations to the attention of the public. While advertisement is regularly made in two, often three, issues of seven important papers in the State of all State examinations and two or three issues of at least two papers in each municipality for all municipal examinations, complaints are continually made of the failure to notice such advertisements. The law of the State, prescribing the size of type to be used for all State advertising, and the impossibility of resorting to display advertising under an opinion rendered this Commission by the Attorney-General's office, coupled with the fact that those not accustomed to scan the legal notices in the newspapers and unfamiliar with the location of Civil Service advertisements do not see the same, is the cause of the advertisements not being seen by very many. Notices of all examinations are posted in the County Clerks' offices, and all papers are sent reading notices for insertion in their columns. Other methods might possibly be followed, but the advertisement in the newspapers is after all the best method of informing the public. It would be a great advantage to the Commission were the State law regarding advertising so modified as to permit of the display of Civil Service advertisements in such form and in such type as would quickly catch the attention of the reading public.

Very respectfully yours,

GARDNER COLBY,

Chief Examiner and Secretary.

Trenton, January 1st, 1910.

APPENDIX I.

CLASSIFICATION OF POSITIONS



DEPARTMENTS.

GENERAL INDEX.

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Classification of Positions.

STATE.

Department of Accounts.

Unclassified.

Auditor.

Competitive Class.

Assistants,

Stenographer.

Adjutant-General

Unclassified.

Adjutant General,

Assistant Adjutant General.

Exempt Class.

Reason for Exemption.

Chief Clerk, Clerk of Dept., Sec. XIII (3).

Competitive Class.

Executive Clerk,

Correspondence Clerk.

Military Bookkeeper,

Clerk.

State Agricultural College, Department of Clay-Workings and Ceramics.

Unclassified.

Director and Instructor.

Competitive Class.

Scientific Assistant.

Non-Competitive Class.

Character of Services.

Janitors (2), Care of building.

Assistant Janitor, Care of building.

Agricultural Experiment Station.

Unclassified.

Board of Managers,	Director.
<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary and Treasurer, . . .	Secretary of Board, Sec. XIII (3).

Competitive Class.

Stenographer and Typewriter,	Animal Husbandman,
Assistant Stenographer,	Field and Greenhouse Assist-
Assistant Clerk,	ants,
Chemist,	Field and Laboratory Assist-
Assistant Chemists,	ants,
Sampler and Assistants,	Field Assistant,
Entomologist,	Farm Foreman,
Horticulturist,	Janitor.

Non-Competitive Class.

Character of Services.

Night watchman,	Watching building at night.
Office boy,	General office boy work.

Labor Class.

Laborer.

State Board of Agriculture.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary,	Secretary of Board, Sec. XIII (3).
Treasurer,	Special Action of Commission.
	see Appendix II.

Competitive Class.

Stenographer and Typewriter.

Board of Agriculture.

(Insect and Nursery Inspection.)

Exempt Class.

Reason for Exemption.

Secretary,	Secretary of Board, Sec. XIII (3).
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Competitive Class.

atomologist,	Clerk.
Assistant Inspector,	

Short Courses in Agriculture.

Unclassified.

Director and Instructor,	Instructors,
Principal and Instructor,	Lecturers.
Assistant Instructor,	

Competitive Class.

Secretary and Stenographer,	Janitor (\$600).
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<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
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Grounds Assistants (2)	Care of grounds.
Herdsman,	Care of cattle.

Labor Class.

Worker on farm.

State Board of Assessors.

Unclassified.

Members of Board.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Secretary,	Secretary of Board, Sec. XIII (3).
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Competitive Class.

Assistant Secretary,	Engineer,
Clerks,	Assistant Engineer,
Stenographer and Clerk,	Draftsman.
clerical Assistants,	

Attorney-General.

Unclassified.

Attorney General.

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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Asst. Attorney General, . . .	Deputy or First Asst., Sec. XIII (1).
General Legal Assistants, . . .	Legal Assistant of Law Dept., Sec. XIII (2).

Competitive Class.

Clerk,	Stenographers.
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Banking and Insurance Department.

Unclassified.

Commissioner.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Deputy Commissioner,	Deputy, Sec. XIII (1).
Examiners of Banks and Trust Cos., . . .	Special Act of Commission, see Appendix II.
Actuary and Special Examiner, . . .	Special Action of Commission, see Appendix II.
Examiner of Ins. Cos. (\$15 per day), . . .	Special Action of Commission, see Appendix II.

Competitive Class.

Chief Clerk,	Examiner of Insurance Companies (\$2.50 per day).
Clerks,	Assistant Examiners of Banks and Trust Companies,
Stenographer,	Assistant Examiner of Insurance Companies.
Examiners of Buildings and Loan Associations,	

State Home for Boys.

Unclassified.

Trustees,	Military Instructors,
Superintendent,	Teachers,
Cottage Managers (Instructors),	Assistant Cottage Managers (Instructors).

Exempt Class.

Reason for Exemption.

Chaplains, Special Action of Commission, see Appendix II.
Physician, Officials who must be Physicians, Sec. XIII (5).

Competitive Class.

Assistant Superintendent,	Assistant Engineers.
Parole Officer,	Watchman,
Bookkeeper and Clerk,	Carpenter,
Dentist,	Mason and Assistant Cottage
Stenographer,	Manager,
Printer,	Blacksmith and Assistant Cot-
Relief Officer and Painter,	tage Manager,
Relief Officer and Gardener,	Shoemaker and Assistant Cot-
Assistant Officer and Musical	tage Manager,
Instructor,	Gardener,
Farmer,	Office Assistant.
Chief Engineer,	

Non-Competitive Class.

Character of Services.

Coachman,	Driving.
Laundress,	Washing.
Tailoress,	Mending clothes.
Assistant Tailoress,	Mending clothes.
Matrons (8),	Helping in dining-room.
Assistant Matron,	Helping in dining-room.

Labor Class.

Laborer,	Farm Hand.
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Interstate Bridge Commission.

Exempt Class.

Reason for Exemption.

Secretary and Clerk, . . . Secretary of Commission, Sec. XIII (3).

Burial of Dead Bodies Thrown Upon the Shores of the State by Shipwreck.

Non-Competitive Class.

Character of Services.

Custodians (3),	Burial of bodies, care of graves.
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First Troop Cavalry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Groom,	Care of troopers' horses.

Second Troop Cavalry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Clerk in Chancery.

Unclassified.

Clerk in Chancery.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Chief Clerk,	Clerk of Department, Sec. XIII (3).

Competitive Class.

Clerks,	Stenographers,
Copyists,	Enrollers.
Bookkeepers,	

Court of Chancery.

Unclassified.

Chancellor.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Vice-Chancellors,	Special Action of Commission. see Appendix II.
Advisory Masters,	Special Action of Commission. see Appendix II.
Stenographers,	Secretaries or Stenographers of Judge, Sec. XIII (4).

Reporter,Special Action of Commission,
see Appendix II.
Sergeants-at-Arms,Special Action of Commission,
see Appendix II.

Charities and Corrections.

Unclassified.

Commissioner.

Exempt Class.

Reason for Exemption.

Assistant Commissioner..Deputy or First Assist., Sec. XIII (1).

Competitive Class.

Secretary and Stenographer, Inspectors.

Assistant Architect,

Board of Children's Guardians.

Unclassified.

Members of Board,
Commissioner,

Assistant Commissioner.

Competitive Class. .

General Agent,

Bookkeeper,

Agents,

Stenographer,

Agents and Buyer,

Assistant Stenographer.

Civil Service Commission.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Chief Examiner and Secretary..Special action of Commission.
See Appendix II.

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Competitive Class.

Clerk, Stenographers.

Non-Competitive Class. Character of Services.

Registrars of Labor (5) Registering Laborers.

Comptroller.

Unclassified.

Comptroller.

Exempt Class. Reason for Exemption.

Deputy Comptroller, Deputy, Sec. XIII (1).

Competitive Class.

Chief Clerk, Stenographer.
Clerks,

School for the Deaf.

Unclassified.

Superintendent,	Physical Director and Super-
Teachers,	visor (Instructor),
Assistant Supervisors (In-	Instructors.
structors),	

Exempt Class. Reason for Exemption.

Physician, Officials who must be Physicians, Sec. XIII (5).

Competitive Class.

Secretary,	Gardener.
Treasurer,	Engineer,
Steward,	Supervisors,
Matron,	Watchman.
Bookkeeper,	

Non-Competitive Class. Character of Services.

Cooks (8),	Cooking for scholars.
Laundresses (6),	Washing for scholars.
Nurse,	Nursing sick.
Waitress,	Waiting on table.
Maids (3),	General Housework.

Labor Class.

Cleaners.

Board of Education.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XIII (5):

Competitive Class.

Clerk,

Manager of Bureau of Information.

Non-Competitive Class.

Character of Services.

Appointive Member Board of

Examiners (1), Assisting in examinations.

Commission of Industrial Education.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Secretary and Executive Officer, Secretary of Commission,
Sec. XIII (3).

Competitive Class.

Assistants to Secretary,

Stenographer.

Village for Epileptics.

Unclassified.

Board of Managers,
Superintendent,

Principal,
Teachers.

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Exempt Class.

Reason for Exemption.

Physicians,	Officials who must be Physicians, Sec. XIII (5).
Secretary of Board,	Secretary of Board, Sec. XIII (3).
Secretary of Superintendent,...	Secretary of Principal Executive Officer, Sec. XIII (4).

Competitive Class.

Clerk,	Head Mechanic,
Assistant Clerk,	Engineers,
Steward,	Blacksmith and Wheelwright,
Storekeeper,	Head Farmer.
Supervisors,	

Non-Competitive Class.

Character of Services.

Seamstress (2),	Sewing for patients.
Attendants (40),	Nursing and attending patients.
Cooks (12),	Cooking for patients.
Housekeepers (5),	Taking care of houses.
Repairmen (2),	General utility work.
Laundress,	Washing for patients.
Assistant Laundresses (2),	Washing for patients.
Waitress and Chambermaid, ...	Waiting and house-cleaning.
Butcher,	Buying meat, etc.
Upholsterer and repairman, ...	Upholstering and repairs.
Gardeners (2),	Care of garden.
Assistant Gardeners (2),	Care of garden.
Driver,	Driving.
Handyman,	General utility man.
Dairymen (4),	In charge of cows and dairy.
Foreman,	Farm work.
Deliveryman,	Delivering groceries to cottage or buildings.
Cleaners	Cleaning.
Civil Engineer,	Surveying.
Carpenters (8),	Building and repairing.

Helpers to Carpenters (3). . . . Building and repairing.
 Masons (10), Building and repairing.
 Helpers to Masons (3), Building and repairing.
 Painters (6), Painting new and old buildings.
 Farm Hands (20), Working on farm.
 Assistant Seamstress Sewing for patients.
 Corn Huskers (6), Husking corn.

Court of Errors and Appeals.

Unclassified.

Justices,	Clerk.
<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Sergeants-at-Arms,	Special Action of Commission, see Appendix II.
Docket and Calendar Clerk, . . .	Special Action of Commission, see Appendix II.

Executive Department.

Unclassified.

The Governor,	The Secretary to the Governor.
The Executive Clerk,	
<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Assistant Secretary,	Special Action of Commission, see Appendix II.
Stenographer,	Special Action of Commission, see Appendix II.

Home for the Care and Training of Feeble-Minded Women.

Unclassified.

Board of Managers,	Superintendent and Medical
Teachers,	Director.

<i>Exempt Class.</i>	<i>Reason for Exemption..</i>
Treasurer,	Special Action of Commission. see Appendix II.
Assistant Physician,	Officials who must be Physi- cians, Sec. XIII (5).

Competitive Class.

Stenographer and Clerk,	Head Engineer,
Matron and Housekeeper,	Gardener,
Baker,	Treasurer,
Head Farmer,	Clerk.
Carpenter,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Chambermaid and Waitress, ..	Housework and waiting.
Head Cook,	Cooking for patients.
Assistant Cooks (3),	Cooking for patients.
Night Watch and Nurse,	Watching and nursing patients.
Hospital Day Nurse,	Nursing patients.
Epileptic Day Nurse,	Nursing patients.
Dressmaker and Attendants. (2)	Making clothes and attending patients.
Waitress,	Waiting in dining-room.
Mending Room and Attendant.	Mending clothes and attending patients.
Assistant Farmers (2),	Working on farm.
Mattress Maker and Attendant.	Making mattresses and attend- ing patients.
Laundresses (2),	Washing for patients.
Attendants (9),	Attending patients.

Labor Class.

Laborers.

Farnum Preparatory School.

Unclassified.

Principal,	Teachers.
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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Treasurer,	Special Action of Commission, see Appendix II.

Competitive Class.

Janitor.

Battery A, Field Artillery, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Battery B, Field Artillery, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Board of Fish and Game Commissioners.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (3).

Competitive Class.

Protector,	Stenographer.
Wardens,	

Forest Park Reservation Commission.

Unclassified.

Members of Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary and Forester,	Secretary of Board, Sec. XIII (3).

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Competitive Class.

Stenographer, Clerk,	Fire Warden.
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<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Wardens (4),	Care of forests.

Geological Survey.

Unclassified.

Board of Managers,	State Geologist.
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<i>Excmpt Class.</i>	<i>Reason for Exemption.</i>
Geologists,	Special Action of Commission, see Appendix II.
Paleontologists,	Special Action of Commission, see Appendix II.

Competitive Class.

Topographer and Consult- ing Engineer,	Chemist, Clerks.
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Labor Class.

Janitor (\$10 per month).

State Home for Girls.

Unclassified.

Board of Managers,	Teachers,
Superintendent,	Military Instructor.

<i>Excmpt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (3).
Physician,	Official who must be Physician. Sec. XIII (5).
Treasurer,	Special Action of Commission, see Appendix II.

Competitive Class.

Superintendent,	Whole-Day Relief,
Assistant Superintendent,	Half-Day Relief,
,	Watchmen,
Assistant Clerk,	Nurse,
ons,	Parole Officer,
rs,	Engineer,
ion Relief,	Assistant Engineer.

*Non-Competitive Class.**Character of Services.*

maker.	Sewing-room and care of girls in dining-room.
Assistant Dressmaker,	Mending-room.
er,	Care of farm.
rs (3).	General work on grounds.
uman,	Driving and working on farm.
ner,	Taking care of garden.
lresses (3),	Washing for inmates.
eeper (1),	Occasional help on books.

Labor Class.

ers and Teamsters.

State Board of Health.*Unclassified.*

ers of Board.

*Exempt Class.**Reason for Exemption.*

ary,	Secretary of Board. Sec. XIII (3).
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Competitive Class.

Clerk,	Bacteriologist,
Assistant Secretary and Chief	Laboratory Assistant,
Division,	Chiefs of Divisions,
tors,	Analysts,
Sanitary Inspector,	Assistant Chiefs of Divisions.

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Chief of Division and State Clerks,

Registrar of Vital Statistics, Clerk and Stenographer.

Assistant Registrar and Clerk.

High School Inspection.

Unclassified.

High School Inspector.

New Jersey State Hospital at Morris Plains.

Unclassified.

Board of Managers,

Warden.

Medical Director,

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XII
(3).

Assistant Physicians, Officials who must be Physi-
cians, Sec. XIII (5).

Competitive Class.

Treasurer,

Foreman, Carpenters,

Bookkeepers,

Carpenters,

Assistant Bookkeepers,

Foreman, Mason,

Stenographers,

Mason,

Storekeepers,

Head Coachman,

Baker,

Foreman, Dairy,

Tailor,

Foreman, Farm,

Upholsterer,

Blacksmith.

Assistant Upholsterer,

Assistant Blacksmith,

Shoemaker,

Butcher,

Laundry Foreman,

Foreman, Sewerage Dispos-

Chef,

Plant,

Dietitian,

Foreman, Garden.

Assistant Machinist.

Florist,

Stokers.

Dynamo Tenders in Mechanical Department,	Foreman, Grading. Ditching, etc.,
Tinsmith,	Foreman, Hennery,
Machinist,	Man in charge of Annex Kitchen,
Plumber,	Pharmacist,
Steam Fitter,	Clerk and Medical Electrician,
Foreman, Gas Plant,	Chief Supervisors,
Gas Men,	Assistant Supervisors,
Fireman,	Path. Laboratory Assistant,
Foreman, Painters,	Hydrotherapeutist.
Painters,	

Non-Competitive Class.

Character of Services.

Assistant Tailor (1),	Mending clothes.
Assistant Bakers (3),	Working in bakery.
Dressmakers (4),	Working in sewing-room.
Laundry Help (41),	Laundry work.
Kitchen Help (39),	Kitchen work.
Men in charge of Vegetable Room (2),	Custody of vegetables.
Men in charge of Dining-room,	Working in dining-room.
Man in charge of Butter Room,	Care of butter and stores.
Man in charge of Bread Room,	Care of bread.
Man in charge of Milk Room,	Care and distribution of milk.
Coachman,	Care of horses.
Coachman's Helper,	Care of horses.
Milkers (7),	Care of cows.
Assistant Butcher,	Care of meats.
Helpers in Sewerage Disposal Plant (3),	Working in sewerage plant.
Helper on Railroad Tracks, . . .	Care of railroad tracks.
Helpers in Hennery (2),	Care of hens.
Helpers in Mechanical Department (5),	Helping machinists.
Painter's Helper,	Helping painter.
Carpenter's Helper,	Helping in carpentering work.
Mason's Helper,	Helping in mason work.
Florist's Helpers (5),	Care of flowers.

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Gardener,	Care of garden.
Men in charge of working pa- tients in Garden (13),.....	Working in garden with pa- tients.
Plumber's Helper,	Helping plumber.
Cableman,	Cable car conductor.
Cleaner,	General utility man.
Utility man,	Handyman.
Dairymen (2),	Dairy work.
Laundry Engineer,	Runs engine in laundry.
Storeroom Messenger,	Carrying messages.
Special Day Patrol (2),	Watching and patrolling.
Upholsterer's Helper,	Helping in upholstering dept.
Men in charge working patients doing grading, ditching, etc.	
(3),	Working at ditching with pa- tients.
Man in charge of working pa- tients on grounds,	Working on grounds with pa- tients.
Man in charge of working pa- tients handling freight, etc....	Handling of freight with pa- tients.
Men in charge of Telephone, (2),	Telephone operator.
Man in charge of Steam Boilers in Annex Building,	In charge of steam boilers.
Foreman on Railroad Tracks,..	Care of railroad tracks.
Attendants (25),	Nursing patients.
Nurses (174),	Nursing patients.
Barber,	Shaving and cutting hair of pa- tients.
Assistant Barber,	Shaving and cutting hair of pa- tients.
Waitresses (10),	Waiting in dining-room.
Chambermaids (10),	Care of rooms.
Waitresses and Chambermaids (2),	Care of rooms and waiting in dining-room.

rs (2),Looking after visitors and operating telephone.
t Watchmen (3),Watching building at night.
: Car Conductors (2),....Attending cable car.
t Hands (3),Helping on farm.

in charge of cows,	Men in charge of pigs,
eman,	Laborers..
ers,	

Unclassified.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Physicians,	Officials who must be Physicians, Sec. XIII (5).
Secretary,	Secretary of Board, Sec. XIII (3).

surer,	Baker,
tor,	Masons,
keeper,	Librarian,
ographers (4),	Housekeeper of Nurses' Home,
s,	Night Supervisor,
neers,	Pharmacist,
tant Engineer,	Superintendent of Nurses,
minist,	Supervisors.
nen,	Assistant Druggist,
ber,	Watchmen,
rician,	Steward,
enters,	Farmer.
ers,	Gardeners,
rs,	Carpenter,
r,	Storekeeper.

*Non-Competitive Class.**Character of Services.*

Laundryman (1),	Washing patients' clothes.
Drivers (3),	Driving laundry wagon.
Laundry Assistants (13),	Assisting in washing clothes.
Ironers (3),	Ironing patients' clothes.
Coal Passers (7),	Shoveling coal.
Mason's Helper (1),	Helping in mason work.
Seamstresses (7),	Sewing patients' clothes.
Attendants (163),	Nursing patients.
Nurses (65),	Nursing patients.
Ushers (3),	Looking after visitors.
Upholsterers (3),	Upholstery work.
Dairymen (4),	Dairy work.
Cooks (6),	Cooking for patients.
Domestics (49),	Kitchen work, house work and waiting.
Janitress (1),	Cleaner.
Plumber's Helper (1),	Helping Plumber.
Assistant Supervisor (1),	Assistant to Supervisor.
Laboratory Assistants (2),	Helping in Laboratory.
Farm Hands (10),	Farm work and care of pigs.
Butchers (2),	Charge of meat.
Garden Hands (10),	Care of garden.
Blacksmith (1),	General blacksmith work.
Coachmen (2),	Driving for officers, etc.
Night Cook (1),	Cooking for patients.
Assistant Cook (1),	Cooking for patients.
Assistant Baker (1),	Baking for patients.
Assistant Machinist (1),	General machinist work.
Stenographer (1),	Copyist.
Utility Men (2),	Handymen.

First Regiment Infantry, N. G. N. J.
Unclassified.

Officers and Enlisted Men.

Competitive Class.

Armorer, Watchman.
Assistant,

Labor Class.

Charwoman.

Second Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Competitive Class.

Janitor.

Third Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Competitive Class.

Armorer, Assistant Armorers.

Fourth Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Competitive Class.

Superintendent, Fireman.
Assistant Armorer,

Non-Competitive Class.

Character of Services.

Target markers (8), Marking and pasting hits and
working electric enunciators.

Labor Class.

Charwoman.

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Fifth Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men. Assistant Armorer.
Assistant Custodian.

Competitive Class.

Armorer.

Construction of Inland Waterways.

Unclassified.

Commissioner.

Exempt Class.

Reason for Exemption.

Stenographer and Clerk. Stenographer of Principal Executive Officer, Sec. XIII (4).

Competitive Class.

Engineer,	Boatman with Launch,
Consulting Engineer,	Captain of Boat,
Assistant Engineer,	Flagman,
Transitman,	Inspector.
Recorder,	

Non-Competitive Class.

Character of Services.

Gauge-reader (1), Tending tide gauge.

Bureau of Statistics of Labor.

Unclassified.

Chief, Deputy.

Competitive Class.

Clerks, Stenographer.

Department of Labor.

Unclassified.

Commissioner, Inspectors.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Assistant Commissioner,	First Assistant, Sec. XIII (1).

<i>Competitive Class.</i>	
clerk,	Stenographer,
Assistant Clerk,	Special Inspector.

Public Library Commission.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Commission, Sec. XIII (3).

<i>Competitive Class.</i>	
Organizer,	Assistant.

State Library.

Unclassified.

Commissioners,	State Librarian.
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<i>Competitive Class.</i>	
Law Librarian,	Reference Librarian.

Live Stock Commission.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Executive Officer and Secretary,	Secretary of Commission, Sec. XIII (3).

Motor Vehicles.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Commissioner,	Special Action of Commission.

Competitive Class.

Agents (salaried),	Inspectors.
Chief Inspector,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Agents (fees) (24),	Issue certificates, etc.

State Museum.

Unclassified.

Members of Commission,	Curator.
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Competitive Class.

Senographer and Clerk.

First Battalion Naval Reserve.

Unclassified.

Officers and Enlisted Men.

Second Battalion Naval Reserve.

Unclassified.

Officers and Enlisted Men.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Shipkeepers (8),	Taking care of ship.

Oyster and Clam Commission.

Unclassified.

Commissioner.

State Oyster Commission, District Atlantic County.

Unclassified.

Commissioners, Superintendent.

Competitive Class.

Captain-Engineer, Surveyor.
Local Adviser,

Non-Competitive Class.

Character of Services.

Guards (4), Patrolling oyster grounds.

State Oyster Commission, Delaware Bay.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Superintendent and Secretary, .. Secretary of Commission, Sec.
XIII (3).

Competitive Class.

Captain of Guard Boat, Chief Engineer,
Assistant Officer, Assistant Engineer.

Non-Competitive Class.

Character of Services.

Steward, Cooking on guard boat.
Inspector, Inspecting planting.
Captains of Guard Boat (2), .. Operating patrol boats.
Watchman (2), Watching beds.

State Oyster Commission, District Ocean County.

Unclassified.

Superintendent, Commissioners.

Non-Competitive Class.

Character of Services.

Watchmen (4), Watching beds.

Court of Pardons.

Unclassified.

Members.

Exempt Class.

Reason for Exemption.

Clerk of Court, Clerk of Department, XIII (3).

Department of Preservation of Records.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Clerks, Special Action of Commission,
see Appendix II.

New Jersey State Prison.

Unclassified.

Board of Inspectors,
Principal Keeper,
Supervisor,

Moral Instructor (appointed by
the Governor).
Teachers.

Exempt Class.

Reason for Exemption.

Physician, Official who must be physician,
Sec. XIII (5).

Resident Physician, Official who must be Physician,
Sec. XIII (5).

Moral Instructor, Special Action of Commission,
see Appendix II.

Competitive Class.

Prison Clerk,
Supervisor's Clerk,
Assistant Keeper's Clerk,
Centerkeeper,
Interpreter,

Gatekeeper,
Engineer,
Laundry Keeper,
Shop Keeper,
Tower Keeper,

Parole Agent,	Shop Hall Keeper,
Matron,	Assistant Shop Keeper,
Assistant Matron,	Hall Keeper,
Doorkeeper,	Extra Keeper,
Master Mechanic,	Night Center Keeper,
Marshal,	Night Deputy,
Storekeeper,	Substitute Keeper,
Commissary,	Day Keeper,
Assistant Commissary,	Night Keeper,
Hospital Steward,	Probationary Keeper.
Hospital Keeper,	

Non-Competitive Class.

Character of Services.

Coachman,	Driver of Prison carriage.
Teamster,	Carting garbage and stable work.
Gardener,	General outside work around residence.

Department of Public Instruction.

Unclassified.

State Superintendent.

Exempt Class.

Reason for Exemption.

Assistant State Superintendent, First Assistant, Sec. XIII (1).

Competitive Class.

Chief of Examination Bureau, Clerks.
Chief Clerk,

Non-Competitive Class.

Character of Services.

Register Examiners (4),.....Examining school registers.

Department of Quarantine.

Unclassified.

Health Officer.

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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Deputy Health Officers,	Deputy, Sec. XIII (1).

Department of Quartermaster-General.

Unclassified.

Quartermaster-General,	Military Storekeeper.
Camp Ground Employes,	

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Deputy or First Assistant,	Deputy, Sec. XIII (1).
Clerk, Private Secretary and Stenographer,	Secretary of Principal Officer, Sec. XIII (4).
Clerk,	Clerk of Department, Sec. XIII (3).

Competitive Class.

Machinist,	Supt. of Camp Grounds,
Carpenters,	Engineer.
Clerk in Arsenal,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Man in care of Clothes in Arsenal (1),	Care of military clothing.

Labor Class.

Laborers,	Teamsters.
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Board to Re-Appraise Railroads and Canals in New Jersey.

Unclassified.

Appraisers,	Appointed by the Governor.
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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Land Appraiser,	Special Action of Commission. see Appendix II.
Draughtsmen,	Special Action of Commission. see Appendix II.

Secretary,	Special Action of Commission, see Appendix II.
Inventory R. R. Building,	Special Action of Commission, see Appendix II.
Chainman,	Special Action of Commission. see Appendix II.
Rodman,	Special Action of Commission, see Appendix II.
Assistant Engineer,	Special Action of Commission. see Appendix II.
Helper to Ass't Engineer,	Special Action of Commission. see Appendix II.
Stenographers,	Special Action of Commission, see Appendix II.
Office Assistants,	Special Action of Commission, see Appendix II.
Telephone Operator and Ste- nographer,	Special Action of Commission. see Appendix II.
Ass't Engineer Dept. of Sig- nals,	Special Action of Commission, see Appendix II.
Land Inspectors,	Special Action of Commission, see Appendix II.
Rodman and Assistant,	Special Action of Commission, see Appendix II.
Assistant Chainman,	Special Action of Commission, see Appendix II.
Ass't Chainman and Axeman, ..	Special Action of Commission, see Appendix II.
Expert on Shop Machine Tools,	Special Action of Commission. see Appendix II.
Assistant to Expert,	Special Action of Commission. see Appendix II.

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Board of Railroad Commissioners.

Unclassified.

Members of Board.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (3).

Competitive Class.

Chief Inspector,	Inspectors,
Assistant Inspector,	Stenographers.

New Jersey Reformatory.

Unclassified.

Board of Managers,	Moral Instructors,
General Superintendent,	Instructors.
Principal,	

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Physician,	Official who must be Physician, Sec. XIII (5).

Competitive Class.

Chief Engineer,	Assistant Bertillon Operator,
Chief Clerk,	Guards,
Parole Officer,	Hospital Steward,
Center Keepers,	Armed Guard,
Assistant Engineers,	Stenographer.
Storekeeper,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Teamsters (3),	Trucking, freight, etc.
Barn Men (2),	Charge of cows.

Public Reports.

Unclassified.

Commissioner of Reports.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Senographer,	Secretary Principal Executive Officer, Sec. XIII (4).

Riparian Rights.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary and Engineer,	Secretary of Commission, Sec. XIII (3).

Competitive Class.

Clerk and Stenographer.

Department of Public Roads.

Unclassified.

Commissioner.

Competitive Class.

State Supervisor of Public Roads,	Clerk,
Secretary to Commissioner,	Chauffeur,
	Supervisors.

Non-Competitive Class. *Character of Services.*

Road Supervisors (93),	Supervising road building and repairs.
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Manual Training and Industrial School for Colored Youth.

Unclassified.

Principal,	Preceptress and Teacher,
Registrar,	Teachers.

Exempt Class. *Reason for Exemption.*

Physician,	Official who must be Physician, Sec. XIII (5).
Treasurer,	Special Action of Commission, see Appendix II.

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Competitive Class.

Bookkeeper,

Janitor.

Non-Competitive Class.

Character of Services.

Laundress (1), Laundry work.

Labor Class.

Farm Hand.

Montclair State Normal School.

Unclassified.

Principal,

Teachers.

Exempt Class.

Reason for Exemption.

Treasurer, Special Action of Commission,
see Appendix II.

Competitive Class.

Engineer and Janitor,

Janitor,

Assistant,

Fireman,

Stenographer,

Night Watchman and Fireman.

Labor Class.

Laborers.

State Normal School at Trenton.

Unclassified.

Principal,

Teachers.

Exempt Class.

Reason for Exemption.

Secretary, Secretary Executive Officer, Sec.
XIII (4).

Treasurer, Special Action of Commission,
see Appendix II.

Competitive Class.

Steward,

Assistant Engineer,

Matron,

Manager of Boarding Hall,

Clerk,

Baker,

Janitor,	Cook,
Mechanic,	Fireman,
Engineer,	Housekeeper.

Non-Competitive Class. Character of Services.

Watchman,	Care of building.
Janitor's Help (2),	Cleaning, etc.
Office Boy,	General errand boy.
Nurse,	Nursing and charge of laundry
Assistant Nurse,	Housekeeping.
Receiver,	Receiving and checking stores.
Cooks (2),	Cooking for scholars.
Assistant Cooks (2),	Cooking for scholars.
Waiters (4),	Waiting on table.
Waitresses (12),	Waiting on table.
Person in charge of Pantry,	Care of pantry.
Porters (2),	Cleaning and moving, etc.
Chambermaids (7),	Cleaning rooms.
Laundry Help (7),	Washing.
Assistant Bakers (2),	Working in bakery.
Scrubber,	General cleaning.
Sweepers (2),	Sweeping.

Secretary of State.

Unclassified.

Secretary of State.

Exempt Class. Reason for Exemption.

Assistant Secretary of State, ... First Assistant, Sec. XIII (1).

Competitive Class.

Secretary to Assistant Secre-	Cashier and bookkeeper,
tary of State,	Stenographers,
Clerks,	Copyists,
Archivist and Statistician,	Messenger.

Passaic Valley Sewerage Commission.

Unclassified.

Members of Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Commission, Sec. XIII (3).
Treasurer,	Special Action of Commission. see Appendix II.

Bureau of Shell Fisheries.

Unclassified.

Chief of Bureau.

Competitive Class.

Clerk and Stenographer.

Small Arms Practice, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Competitive Class.

Clerk, Stenographer and Typewriter.

New Jersey Home for Disabled Soldiers.

Unclassified.

Members of Board of Managers, Superintendent.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Chaplain,	Special Action of Commission.
Surgeon,	Official who must be Physician, Sec. XIII (5).

Competitive Class.

Adjutant,	Assistant Engineer,
Quartermaster,	Firemen,
Matron,	Chief Cook,
Engineer,	Tailor.

Non-Competitive Class.

Character of Services.

Nurses (5),	Nursing sick and infirm inmates.
Stableman (1),	Care of stable.
Cook (1),	Cooking for inmates.
Baker	Baking.

Labor Class.

Teamster,	Charwoman.
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**New Jersey Home for Disabled Soldiers, Sailors or Marines and
their Wives and Widows.**

Unclassified.

Members of Board of Man- agers.	Commandant.
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Exempt Class.

Reason for Exemption.

Secretary,	Secretary of Principal Officer, Sec. XIII (4).
Surgeon,	Official who must be Physician, Sec. XIII (5).
Treasurer,	Special Action of Commission, see Appendix II.

Competitive Class.

Adjutant,	Engineer,
Assistant Adjutant,	Fireman,
Matron,	Janitor,
Assistant Matron,	Carpenters.

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<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Gardener (1),	Working in Garden.
Nurses (3),	Nursing sick and infirm inmates.
Assistant Nurses (3),	Nursing sick and infirm inmates.
Laundresses (12),	Washing for inmates.
Cooks (2),	Cooking for inmates.
Waiters (5),	Waiting on table.
Kitchen Maids (7),	Assisting in kitchen.
Hostler (1),	Care of horses.
Woman in charge of Linen Room (1),	Charge of linen.
Chambermaids (2),	General chamber work.
Elevator Conductor (1),	Charge of elevator.
Poultry Man (1),	Charge of poultry.
Messenger (1),	Carrying messages.
Helpers (6),	Utility men.

State House Commission.

Unclassified.

Members of Commission, Custodian.

Competitive Class.

Assistant Custodian,	Assistant Document Clerk,
Chief Engineer,	Foreman,
Mail Clerk,	Fireman,
Messenger in Library,	Janitrix,
Messenger to Governor,	Electrician,
Telegraph Operator,	Man in charge of Geological
Document Clerk,	Museum,
Night Custodian,	Carpenters,
Night Watchman,	State Printer.
Elevator Conductors,	

Labor Class.

Laborers.

Commission for Revision of Public Statutes.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission.

Competitive Class.

Assistant Clerk,

Assistant to the Commission.

Summer School.

Unclassified.

Teachers.

Non-Competitive Class.

Character of Services.

Assistants (2), Clerical work.

Supreme Court.

Unclassified.

Justices.

Exempt Class.

Reason for Exemption.

Sergeants-at-Arms, Special Action of Commission,
see Appendix II.

Law Reporter, Special Action of Commission,
see Appendix II.

Clerk of Supreme Court.

Unclassified.

Clerk of Supreme Court.

Exempt Class.

Reason for Exemption.

Deputy Clerk, Deputy, Sec. XIII (1).

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Competitive Class.

Clerks,
Bookkeeper,
Assistant Bookkeeper,

Stenographer,
Typewriters,
Recorder.

Equalization of Taxes.

Unclassified.

Members of Board.

Competitive Class.

Clerk,
Assistant Clerk,

Stenographer.

Board of Trustees of the Teachers' Retirement Fund.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XIII

(3).

Competitive Class.

Stenographer.

Board of Tenement House Supervision.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XIII

(3).

Competitive Class.

Plan Examiner,
Assistant Plan Examiner,
Clerks,
Clerk and Messenger,

Stenographer,
Typewriter,
Inspectors,
Typewriter and Clerk.

State Treasurer.

Unclassified.

State Treasurer.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Deputy Treasurer,	Deputy, Sec. XIII (1).
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Competitive Class.

Chief Clerk,	Messenger,
General Bookkeeper,	Stenographers and Clerks,
Bookkeeper,	Clerks.

Commission on Tuberculosis in Animals.

Unclassified.

Members of Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Secretary,	Secretary of Commission, Sec. XIII (3).
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Competitive Class.

Assistant Inspector,	Stenographer.
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Sanatorium for Tuberculous Diseases.

Unclassified.

Members of Board of Man- Superintendent.

agers,

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Assistant Chief Physicians,	Officials who must be Physicians, Sec. XIII (5).
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Medical Examiners,	Officials who must be Physicians, Sec. XIII (5).
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Secretary and Treasurer,	Special Action of Commission, see Appendix II.
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Competitive Class.

Superintendent of Nurses	Fireman,
and Matrons,	Chef,
Assistant Matron,	Baker,
Clerk and Bookkeeper,	Foreman,
Stenographer,	Engineer,
Night Watchman,	Night Engineer,
Carpenters,	Masons.

Non-Competitive Class.

Character of Services.

Nurses (5),	Nursing patients.
Assistant Nurses (2),	Nursing patients.
Attendants (3),	Nursing patients.
Chief Laundress (1),	Washing for patients.
Laundry Engineer and Attendant (1),	General helper.
Laundresses (7),	Washing for patients.
Assistant Chef,	Charge of cooking.
Kitchen Help,	Working in kitchen.
Storekeepers (2),	Charge of stores.
Orderly (1),	General helpers.
Maids and waitresses (20), . . .	Housework and waiting.
Teamsters (15),	Carting supplies.
Painter,	Painting on buildings.
Dishwashers (2),	Washing dishes.
Janitor (1),	Care of building.

Labor Class.

Laborers.

Vessels Navigating Above Tide Water.

Unclassified.

Chief Inspector,	Assistant Inspector.
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The State Water-Supply Commission.

Unclassified.

Members of Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Commission, Sec. XIII (3).

<i>Competitive Class.</i>	
Chief Engineer,	Stenographer,
Assistant Engineer,	Rodman.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Gauge Station Keepers (13),...	Care of gauge station, reading gauge, etc.

ESSEX COUNTY.

County Collector's Office.

Unclassified.

County Collector.

County Auditor's Office.

Unclassified.

County Auditor.

Competitive Class.

Clerk,	Stenographer.
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County Engineer's Office.

Unclassified.

County Engineer.

County Physician's Office.

Unclassified.

County Physician.

County Register's Office.

Unclassified.

County Register.

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Exempt Class.

Reason for Exemption.

Deputy Register, Deputy of Prin. Ex. Officer,
Sec. XIII (1).

Competitive Class.

Clerks,
Indexers,

Copyists,
Comparers.

Sheriff's Office.

Unclassified.

Sheriff.

Exempt Class.

Reason for Exemption.

First Assistant Under Sheriff, .. First Assistant Principal Ex.
Officer, Sec. XIII (1).

Private Secretary, Secretary of Executive Officer,
Sec. XIII (4).

Competitive Class.

Under Sheriffs.

County Clerk's Office.

Unclassified.

County Clerk.

Exempt Class.

Reason for Exemption.

Deputy County Clerk, Deputy of Principal Ex. Officer.
Sec. XIII (1).

Competitive Class.

Clerks.

Surrogate's Office.

Unclassified.

Surrogate.

Exempt Class.

Reason for Exemption.

Deputy Surrogate, Deputy of Principal Ex. Officer.
Sec. XIII (1).

Competitive Class.

Clerks,	Typewriters,
Stenographers,	Copyists.

County Courts.

Unclassified.

Judges.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Court Stenographer,	Stenographer of Judge, Sec. XIII (4).
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Competitive Class.

Sergeants-at-Arms,	Court Interpreters.
Court Criers,	

County Prosecutor's Office.

Unclassified.

County Prosecutor.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Clerk of Grand Jury,	Special Action of Commission, see Appendix II.
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Assistant County Prosecutors, ..	Assistants of Prosecutors, Sec. XIII (2).
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Confidential Clerk of the

Prosecutor,	Special Action of Commission, see Appendix II.
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Competitive Class.

Stenographer,	Chief Detective,
Sergeants of Detectives,	Detectives.

Board of Taxation.

Unclassified.

Members Board of Taxation.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Secretary of County Tax

Board,	Secretary of Board, Sec. XIII (3).
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Competitive Class.

Clerk,

Stenographer.

County Counsel.

Unclassified.

County Counsel.

County Board of Elections.

Unclassified.

Members Board of Election.

Exempt Class.

Reason for Exemption.

Clerk Board of Elections, Secretary of Board, Sec. XIII
(3).

Board of Freeholders.

Exempt Class.

Reason for Exemption.

Clerk of Board, Clerk of Board, Sec. XIII (3).

Penitentiary.

Exempt Class.

Reason for Exemption.

Physicians, Official who must be Physician,
Sec. XIII (5).

Competitive Class.

Warden,

Night Watchman,

Deputy Warden,

Matron,

Yard Captains,

Engineer,

Keepers,

Assistant Engineer.

Druggist,

Jail.

Exempt Class.

Reason for Exemption.

Physician, Official who must be Physician,
Sec. XIII (5).

Competitive Class.

Warden,

Matron,

Deputy Warden,

Keepers.

Court House.

Competitive Class.

Custodian,	Elevator Man,
Carpenter,	Watchman,
Engineer,	Telegraph Operator,
Fireman,	Porters,
Center Man,	Stewardess.

Labor Class.

Charwoman.

Law Library.

Competitive Class.

Law Librarian.

County Roads.

Competitive Class.

Superintendent,	Road Superintendent,
Clerk of Road Board,	Road Foremen,
Superintendent of Speedway,	Engineers on Steam Rollers.

Labor Class.

Laborers,	Teamsters,
Stone Spreaders,	Watchmen of Roads.
Drivers,	

Public Buildings and Works.

Competitive Class.

Superintendent.

Bridges and Plank Road.

Competitive Class.

Engineers,	Roadmen,
Bridgemen,	Attendants and Extra Attendants.
Tenders,	
Captains,	

Labor Class.

Laborers.

Essex County Hospital for the Insane.

Exempt Class.

Reason for Exemption.

Physicians, Officials who must be Physicians, Sec. XIII (5).

Competitive Class.

Superintendent,	Night Watchman,
Steward,	Laboratory Attendant,
Clerk,	Matron,
Engineers,	Teacher,
Assistant Engineers,	Stenographer,
Plumber,	Dispensary Clerk,
Druggist,	Electrician,
Carpenter,	Foreman,
Butcher,	Chefs,
Stock Clerk,	Farm Superintendent,
Firemen,	Head Cook,
Gardener,	Baker,
Supervisors,	Assistant Baker.

*Non-Competitive Class.**Character of Services.*

Attendants (86),	Care of insane patients.
Work Attendants (3),	Care of insane patients.
Nurses (94),	Care of insane patients.
Seamstresses (6),	Sewing for patients.
Laundresses (21),	Washing for patients.
Maid (1),	Cleaning, etc.
Plumber's Helper (1),	Helping in plumbing work.
Fire Patrols (2),	Charge of fire alarm system.
Waitresses (9),	Care of dining-room.
Assistant Cooks (9),	Cooking for patients.
Kitchen Messengers (11),	Delivering meals at dining-room
Telephone Operator (1),	Operating telephone.

Labor Class.

Laborers,	Farm hands.
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Probation Office.*Competitive Class.*

Chief Probation Officer,	Clerk.
Assistant Probation Officers,	

Essex County Hospital for Contagious Diseases.

Exempt Class.

Reason for Exemption.

erintendent,	Officials who must be Physi-
	cians, Sec. XIII (5).
sicians,	Officials who must be Physi-
	cians, Sec. XIII (5).
istant Superintendent and	
hysician,	Officials who must be Physi-
	cians, Sec. XIII (5).

Competitive Class.

rk,	Watchman,
gineers,	Bacteriologist and Pharmacist,
penters,	Stock Clerk,
ephone Operator,	Head Nurse and Matron,
nd Laundryman,	Assistant Head Nurse,
mber,	Head Cook,
man,	Chauffeur.

Non-Competitive Class.

Character of Services.

ulance Drivers (2),	Driving ambulance.
erlies (2),	General utility men.
leman (1),	Care of horses.
infecting Man,	Disinfecting infected clothes.
ses (28),	Nursing patients.
mstresses (2),	Mending clothes.
ndresses (8),	Washing for patients.
itresses (3),	Waiting on table.
rd Maids (22),	Cleaning, etc.
istant Cooks (4),	Cooking for patients.
hen Helpers (3),	Helping in kitchen.
l Passers (2),	Shoveling coal.

Labor Class.

ib Women,	Laborers.
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CITY OF NEWARK.

Auditor of Accounts.

Unclassified.

Auditor.

Competitive Class.

Clerks.

Stenographer.

Board of Assessment and Revision of Taxes.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary of Board, Secretary of Board, Sec. XIII
(3).

Competitive Class.

Chief Clerk,

Surveyor,

Clerk,

Assistant.

Assistant Assessors,

Commission to Assess Local Improvements.

Unclassified.

Members of Commission.

Competitive Class.

Clerks,

Surveyor and Clerk.

Public Band Concerts.

Non-Competitive Class.

Character of Services.

Supervisor, Director of band.

Public Buildings of Common Council.

Competitive Class.

Custodian,

Oiler-Wiper,

Clerk,

Vacuum Cleaners,

Janitors,

Window Cleaners,

Elevator Attendants,

Telephone Operators,

Electrical Engineer,

City Time Keeper,

Engineers,

Carpenter,

Firemen,

Watchmen.

Labor Class.

Cleaners. Scrub Women.

Department of Buildings.

Unclassified.

endent.

Competitive Class.

s, Typewriter and Stenographer,
Electrical Inspector,
Clerk, Assistant Electrical Inspectors.

Camp Newark.

Competitive Class. *Character of Services.*

- (1), Charge of employes.
- (2), Inspection of the camp.
- (1), Waiting on table.
- (1), Scrub woman.
-), Cooking for camp.
- : Cooks (2), Cooking for camp.
- ss (1), Washing.
- an (1), Guarding camp.
- (1), Waiting on table.

City Home.

Unclassified.

Competitive Class.

endent, Farmer,
and Assistant, Teachers,
Masters, Instructors,
Matrons,
r, Watchman,
, Bandmaster,
Officer, Baker.

Competitive Class. *Character of Services.*

- Cooking.

City Clerk.

Unclassified.

rk.

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Competitive Class.

Clerks,	Stenographer,
Messenger,	Watchmen,
Assistant Messenger,	Inspector.

Non-Competitive Class.

Character of Services.

Page, Messenger to Common Council.

Labor Class.

Cleaner.

Criminal Courts.

Unclassified.

Judges.

Competitive Class.

Clerks,	Assistant Clerks.
Interpreters,	

Comptroller.

Unclassified.

Comptroller.

Competitive Class.

Clerks.

New City Hall Commission.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, See
XIII (3).

Competitive Class.

Inspector of Masonry.

District Courts.

Unclassified.

Judges.

Competitive Class.

Clerks,	Assistant Clerks.
Sergeants-at-Arms,	

Excise Commission.

Unclassified.

Members of Commission.

Competitive Class.

Clerk.

Inspectors.

Fire Department.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec.
XIII (3).

Competitive Class.

Chief Engineer,	Foreman of Linemen,
Deputy Chief Engineer,	Linemen,
Battalion Chiefs,	Telegraph Operators,
Clerk,	Superintendent of Repairs,
Inspector of Combustibles,	Assistant Superintendent of Re-
Assistant Inspector of Com-	pairs,
bustibles,	Carpenter,
Physician,	Watchman,
Veterinarian,	Janitor,
Superintendent Fire Alarm	Fireman,
Telegraph,	Lieutenants,
Assistant Superintendent Fire	Captains.
Alarm Telegraph,	

Non-Competitive Class.

Character of Services.

Stablemen (8), Working in Department stables.
Messenger, Working around office.

Inspector of Gas and Gas Meters.

Unclassified.

Inspector.

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Public Health.

Unclassified.

Members.

Exempt Class.

Reason for Exemption.

Health Officer and Secretary, . . . Secretary of Board, Sec. XI
(3).

Public Health (Sanitary Department).

Competitive Class.

Stenographer,	Inspectors,
Clerks,	Meteorologist,
Telephone Operator,	Bacteriologist,
Chief, Disinfecting Corps,	Assistant Bacteriologists,
Chemist,	Janitor,
Laboratory Assistant,	Culture Collector,
Veterinarian,	Apothecary,
Meat Inspector,	Assistant Apothecary,
Plumbing Inspectors,	Dentist,
Drug and Food Inspectors,	District Physicians,
Detail Special Inspector,	Janitress.

Public Health (Sanitary Department).

Non-Competitive Class.

Character of Services.

Inspector Nurses (2), Care of patients.

Labor Class.

Laborers.

Public Health (Newark City Hospital).

Competitive Class.

Superintendent,	Assistant Superintendent,
Bookkeeper,	Butcher,
Storekeeper,	Baker,
Matron,	Chef,
Telephone Operators,	Pharmacist,
Laundryman,	Historian,
Principal Training School,	Pathologist,

tant Principal Training	Watchmen,
ool,	Clerks,
neers,	Night Superintendent Training
nen,	School,
er,	Supervisor Operating Room,
on,	Carpenter,
keeper, Nurses' Home,	Stenographer,
ffeur.	

Non-Competitive Class.

Character of Services.

ulance Drivers (2),	Driving hospital ambulances.
Boy (1),	Waiting on door.
gue Attendant (1),	In charge of morgue.
s (2),	Cooking.
Car Porter (1),	Handling food car.
nen Helpers (8),	Helping cooks.
washer,	Washing dishes.
resses (4),	Waiting on table.
stresses (2),	Sewing and mending.
dresses (23),	Working in laundry.
rs (8),	General helpers.
rlies (16),	General utility men.
1 maids (19),	Cleaning rooms, etc.
es (67),	Nursing.
tor Runners (3),	Run elevator.
e Boy	General office work.
tant Firemen (2),	Fireman's helpers.

Labor Class.

ers,	Floor polishers.
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Public Health (Tuberculosis Sanatorium).

Competitive Class.

cal Director,	Nurse and Matron,
neer,	Clerk.
nan,	

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<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Nurses (2),	Nursing.
Cooks (2),	Cooking for patients.
Laundresses (4),	Washing for patients.
Maids (5),	General maids, house work.
Orderlies (2),	General helpers.
Waitresses (3),	Waiting in dining-room.
Kitchen maid (1),	Helping in kitchen.
Helper	General work.

Public Health (Mosquito Department).

Competitive Class:

Inspectors.

Labor Class.

Ditchers.

Free Public Library.

Unclassified.

Members Board of Trustees.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Head of School Department, . . .	Special Action of Commission see Appendix II.
Head of Reference Dept.,	Special Action of Commission see Appendix II.

Competitive Class.

Librarian,	Assistant,
Assistant Librarian,	Head of Art Department,
Head of Station Department,	Head of Bindery Department,
Head of Lending Department,	General Library Assistants,
Advanced Messengers,	Secretary to Librarian ,
Head of Children's Room,	Messengers (Salary \$300 up-
Assistant,	wards),
Assistants in charge of Branch	Janitors,
Libraries,	Engineers,
Head of Order Department,	Fireman,
Head of Reading-Room,	Elevator Man.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Messengers (10) (salary less than \$300),	Taking books from shelves, returning, labelling, etc.

Law Department.

Unclassified.

City Attorney,	Assistant City Attorney.
City Counsel,	

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Assistant to City Counsel,	First Assistant Principal Ex. Officer, Sec. XIII (1).

Competitive Class.

Clerks,	Stenographer.
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<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Messenger (2),	General messenger's duties.

License Department.

Competitive Class.

License Inspector,	Assistant License Inspector.
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Mayor's Department.

Unclassified.

Mayor,	Clerk.
Secretary to Mayor,	

Competitive Class.

Stenographer.

Public Markets.

Competitive Class.

Market Clerk,	Market Policemen.
Assistant Clerk,	

Labor Class.

Market Sweepers.

Police Department.

Unclassified.

Commissioners.

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Exempt Class.

Reason for Exemption.

Clerk and Secretary, Secretary of Commission, Sec.
XIII (3).

Competitive Class.

Captains,	Chief of Police,
Sergeants,	Surgeon,
Roundsmen,	Patrol Drivers,
Patrolmen,	Matrons.

Non-Competitive Class.

Character of Services.

Assistant Matron (1), Searching female prisoners.
Keeping station-house clean.

Playground Commission.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec.
XIII (3).

Competitive Class.

Supervising Custodian,	Custodians,
Caretakers,	Stenographer.
Assistant Custodians,	

Non-Competitive Class.

Character of Services.

Helpers (3), Instructing children.
Watchmen (2), Watching grounds at night.

Poor and Alms.

Unclassified.

Overseer of the Poor.

Exempt Class.

Reason for Exemption.

Assistant Overseer of the Poor, First Assistant, Sec. XIII (1).

Competitive Class.

Clerk,	Physician,
Visitors,	Engineer,
Clerk of Almshouse,	Watchman.
Matron,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Driver (1),	Driver of supply wagon.
Superintendent of City Cemetery,	Burial of dead (paid by fee).

Smoke Abatement.

Unclassified.

Smoke Inspector.

Competitive Class.

Clerk.

Sinking Fund Commission.

Unclassified.

Members of Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Commission, Sec. XIII (3).

Subordinate Help, City Hall.

Competitive Class.

Vacuum Cleaners,	Window Cleaners.
Watchmen,	

Labor Class.

Uspidor Cleaners,	Cleaners.
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Shade Tree Commission.

Unclassified.

Members of Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Commission, Sec. XIII (3).

Competitive Class.

Enographer,	Foremen,
Prester,	Arboriculturist.
Clerk,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Office Boy (1),	Messenger.

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Labor Class.

Laborers.

Board of Street and Water Commissioners (Executive Department).

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Clerk of Board, Clerk of Board, Sec. XIII (3).

Competitive Class.

Chief Engineer and City Surveyor,	Stenographer to Chief Engineer,
Secretary to Chief Engineer,	Assistant Clerk of Board, Clerk.

Department of Water.

Competitive Class.

Engineer and Superintendent,	Keeper Oak Ridge Res.,
Cashier,	Keeper Cedar Grove Res.,
Assistant Cashier,	Assistant Keeper Cedar Grove Res.,
Head Bookkeeper,	Superintendent of Conduits,
Assessor.	Inspector Watershed,
Chief Meter Clerk.	Telephone Operator,
Clerks,	Foremen,
Addressograph Clerk,	Repairmen,
Janitor,	Carpenter,
Principal Assistant Engineer,	General Helpers,
Assistant Engineer,	Watchmen,
Time and Stockkeeper,	Turnoff and Collector,
Superintendent of Inspectors,	Stenographers,
Assistant Superintendent of Inspectors,	Draughtsmen,
Inspectors,	Rodmen,
Inspectors,	Head Teamster,
Clerk of Meter Repairs,	Reservoir Keepers,
Meter Repairers.	Reservoir Watchmen,
Meter Clerks,	Head Stableman,
Tappers.	

Principal Plumber,	Factory Keeper,
Plumbers,	Stock Clerk,
Inspector New Water Supply,	Meter Stockkeeper,
Keeper Belle. Res. G. H.,	Watchmen, Pump House.
Superintendent of Watershed,	Watchmen,
Telephone Operator Water-	Plumber's Helpers,
shed,	Pipe Inspector,
Keeper Intake G. H.,	Harness Repairer,
Keeper Rain Gauge O. R. R.	Turnoff Men.
Chauffeur,	

Non-Competitive Class.

Character of Services.

Caretaker (1),	Caretaker of Olean Park.
Messenger (1),	General office boy.
Flushers (2),	Flushing hydrants.
Rammers (10),	Repairing streets, ramming pav-
	ing stone.
Stablemen (16),	Care of horses and stables.
Utility Man (1),	General helper.

Labor Class.

Laborers,	Drivers.
Teamsters,	

Sewers and Drainage, Engineering Division.

Competitive Class.

Engineer,	Clerk,
Principal Assistant Engineer.	Helper,
Engineer of Construction,	Foremen,
First Assistant Engineer,	Assistant Foremen.
Leveller,	Rainfall Reporter,
Engineer, House Connections,	Plumber.
Head Bookkeeper,	

Labor Class.

Laborers.

Sewers and Drainage, House Connection.

Competitive Class.

Assistant Engineer,	Draughtsman,
Assistant Foremen,	Plumber,

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City Treasurer.

Unclassified.

City Treasurer, Custodian of School Funds.

Competitive Class.

Clerk.

Receiver of Taxes.

Unclassified.

Receiver of Taxes.

Competitive Class.

Cashier, Clerks,
Assistant Cashiers, Deputy Collectors.

Weights and Measures.

Unclassified.

Sealer of Weights and Measures.

Competitive Class.

Assistant Sealers, Clerk.

CITY OF BAYONNE.

Department Building Inspector.

Unclassified.

Building Inspector.

Competitive Class.

Assistant Building Inspector, Inspectors.

City Clerk.

Unclassified.

City Clerk.

Competitive Class.

Assistant City Clerk.

City Hall.

Competitive Class.

Engineer,	Assistant to Janitor,
Watchman,	Stableman.
Janitor,	

Comptroller's Department.

Unclassified.

Comptroller.

Collector of Revenue.

Unclassified.

Collector of Revenue.

Competitive Class.

First Assistant to Collector of Revenue, Bookkeeper.	Second Assistant to Collector of Revenue,
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District Court.

Unclassified.

Judge.

Competitive Class.

Clerk.

Department of City Engineer.

Unclassified.

City Engineer.

Competitive Class.

Assistant City Engineer,	Rodmen,
Draughtsman,	Inspector Public Works.

Fire Department.

Competitive Class.

Chief,	Drivers,
Assistant Chief,	Tillermen,
Captains,	Hosemen,
Engineers,	Superintendent Fire Alarm Sys-
Laddermen,	tem.

Department of Health.

Exempt Class.

Reason for Exemption.

Secretary Board of Health, . . . Secretary of Board, Sec. XIII
(3).

Competitive Class.

Health Officer, Sanitary Inspectors.
Deputy Health Officer.

Inspector Weights and Measures.

Unclassified.

Inspector.

Public Library.

Unclassified.

Trustees.

Exempt Class.

Reason for Exemption.

Secretary Board of Trustees, . . . Secretary of Board, Sec. XIII
(3).

Competitive Class.

Librarian, Janitor.
Assistants to Librarian,

Law Department.

Unclassified.

City Attorney.

Exempt Class.

Reason for Exemption.

Assistant City Attorney, Legal Assistant, Sec. XIII (2).

Mayor's Department.

Unclassified.

Mayor.

Competitive Class.

Stenographer.

Miscellaneous.

Competitive Class.

Veterinary Surgeon,

Park Commission.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Secretary Park Commission, . . . Secretary of Commission, Sec.
XIII (3).

Competitive Class.

Park Foreman.

Labor Class.

Laborers.

Police Department.

Chief,

Van Drivers,

Inspector,

Pension Officers,

Sergeants,

Janitor,

Detective Sergeants,

Tape-Readers.

Patrolmen,

Non-Competitive Class.

Character of Services.

Assistants to Janitor (2), Attending to police station.

Poor and Alms.

Unclassified.

Poor Master.

Recorder's Court.

Unclassified.

Recorder.

Competitive Class.

Interpreters.

Clerk to Recorder.

Sinking Fund Commission.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec.
XIII (3).

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Labor Class.

Cleaners.

City Clerk.

Unclassified.

City Clerk.

Exempt Class.

Reason for Exemption.

Assistant City Clerk, Sec. XIII (1).

Competitive Class.

Clerks to City Clerk.

City Collector.

Unclassified.

City Collector.

Exempt Class.

Reason for Exemption.

Deputy City Collector, Deputy, Sec. XIII (1).

Competitive Class.

Clerks,

Collector of Personal Arrears.

Comptroller's Office.

Unclassified.

The Comptroller.

Exempt Class.

Reason for Exemption.

Deputy Comptroller, Deputy, Sec. XIII (1).

Competitive Class.

Clerks.

District Courts.

Unclassified.

The Judge.

Competitive Class.

Clerk,

Sergeants-at-arms.

Excise Commission.

Unclassified.

The Commissioners.

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Superintendent Bureau of Contagious Diseases,	Permit Clerk, Clerk,
Superintendent Bureau of Inspections,	General Clerk, Sanitary Officer,
Superintendent Bureau of Foods and Drugs,	General Assistants, Scow Captains.

Labor Class.

Laborers,	Drivers.
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Board of Health (Hospitals).

Competitive Class.

Superintendent,	Night Watchman and Ambu-
Matron,	lance Driver,
Druggist,	Superintendent Training School
Stenographer and Clerk,	Chief Engineer,
Telephone Operator (\$300),	Assistant Engineers,
Elevator Man,	Firemen (\$800),
Chief Cook,	District Nurses.

Non-Competitive Class.

Character of Services.

Seamstress (1),	Sewing for patients, etc.
Assistant Cooks (3),	Cooking for patients and em- ployes.
Fireman (1, \$216),	Attending furnaces.
Telephone Operator (1, \$120), ..	Attending telephone.
General Utility Man (3),	Cleaning, sweeping, etc.
Nurses (12),	Nursing patients.
Pupil Nurses (27),	Training school nurses.
Orderlies (10),	Care of wards.
Cook, Isolation Hospital (1), ..	Cooking.
Janitor (1, \$300),	General janitor's work.
Laundresses (11),	Washing for patients.
Waitresses (9),	Attending in dining-room.
Kitchen Help (1),	Kitchen work.

Labor Class.

Cleaners.

Inspector of Weights and Measures.

Unclassified.

Inspector of Weights and Measures.

Law Department.

Unclassified.

Corporation Counsel,

Corporation Attorney.

Exempt Class.

Reason for Exemption.

Assistant Corporation Attorney, First Assistant, Sec. XIII (1).

Competitive Class.

Assistant to Law Department, Stenographer.

Free Public Library.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary, Secretary, Sec. XIII (3).

Competitive Class.

Librarian,

Reading Room Attendant and

Assistant Librarian,

Registry Clerk,

General Assistants,

Chief Cataloguer,

Elevator Operator and Gen-

Desk Attendants and General

eral Assistant,

Assistants,

Engineer,

Children's Room Attendant,

Watchman,

Janitrix,

Superintendent of Stations.

Non-Competitive Class.

Character of Services.

Driver, Delivery of books to and from
stations and schools.

Labor Class.

Garwomen.

City Marshal.

Unclassified.

City Marshal.

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Mayor's Office.

Unclassified.

Mayor, Stenographer.
The Secretary to the Mayor,

Police Department.

Unclassified.

Commissioners,	Police Judges.
<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Clerk,	Clerk, Sec. XIII (3).

Competitive Class.

Assistant Clerk,	Assistant Matron,
Chief,	Interpreters,
Inspector,	Physicians,
Surgeon,	Court Clerks,
Superintendent of Signal Sys- tem,	Roundsmen,
Captains,	Patrolmen,
Sergeants,	Drivers,
Detective Sergeants,	Doormen,
Linemen,	Van Driver,
	Stableman,
	Matron.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Janitresses (7),	Cleaning station-house.

Overseer of the Poor.

Unclassified.

Overseer of the Poor.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Assistant to Overseer of the Poor,	Assistant, Sec. XIII (1).

Competitive Class.

Clerk to Overseer of the Poor, Ambulance Driver.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Janitrix,	Cleaning.

Shade Tree Commission.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Secretary,	Secretary of Commission, Sec. XIII (3).
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Competitive Class.

City Forester,	Park Keepers,
Superintendent of Parks,	Clerk.

Labor Class.

Laborers.

Sinking Fund Commission.

Unclassified.

Members of the Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Clerk,	Clerk of Commission, Sec. XIII (3).
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Board of Street and Water Commissioners.

Unclassified.

Members of Board.

EXECUTIVE DEPARTMENT.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
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Clerk of Board,	Clerk, Sec. XIII (3).
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Competitive Class.

Assistant Clerk,	Clerks.
Stenographer,	

ENGINEERING AND SURVEY.

Competitive Class.

Chief Engineer and Superintendent,	Stenographer, Engineering Department,
Assistant Engineer and Superintendent,	Clerk to Engineer,
Mechanical Engineer,	Assistant Engineers,
General Assistants in Engineering Bureau,	Rodmen,
	Draughtsman.

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MUNICIPAL LIGHTING.

Competitive Class.

Inspector of Lamps.

DOCKS, GRANTS AND LEASEHOLDS.

Competitive Class.

Wharfinger,

Night Watchman.

REPAIRS AND CONSTRUCTION OF SEWERS.

Competitive Class.

Superintendent of Sewer Inspector.

Cleaning and Repairs,

Labor Class.

Sewermen,

Laborers.

REMOVAL OF ASHES AND GARBAGE.

Competitive Class.

Inspector for Removal of Ashes and Garbage.

ARMORY, SALARIES AND RENTALS.

Competitive Class.

Armorer,

Superintendent.

SUPPLY AND DISTRIBUTION OF WATER (NEW WATER WORK

Competitive Class.

Superintendent,

Inspectors of Water Shed.

Bacteriologist,

SUPPLY AND DISTRIBUTION OF WATER (LAYING AND REPAIRS WATER PIPES).

Competitive Class.

Superintendent,

Foreman,

Caulkers,

Blacksmith,

Carpenters,

Blacksmith's Helper.

Paver,

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Non-Competitive Class. Character of Services.

Rammer (1), Ramming paving stones.
 Rockman (1), Laying rocks.
 Custodian of Reservoir (1), Watching reservoir.
 Night Watchmen (3), Watching reservoir.

Labor Class.

Drivers, Laborers.

SUPPLY AND DISTRIBUTION OF WATER (PERMIT CLERK).

Competitive Class.

Permit Clerk, Tappers,
 Assistant Permit Clerk, Assistant Tappers.

SUPPLY AND DISTRIBUTION OF WATER (WATER REGISTRAR).

Competitive Class.

Water Registrar, Deputy Water Registrar.

SUPPLY AND DISTRIBUTION OF WATER (WATER ASSESSOR).

Competitive Class.

Water Assessor, Clerks,
 Deputy Water Assessor, Draughtsman,
 Chief Bill Clerk, Inspectors and Readers of
 Bill Clerks, Meters.

SUPPLY AND DISTRIBUTION OF WATER (HIGH SERVICE AND BELLEVILLE PUMPING STATION).

Competitive Class.

Engineer in Charge High Ser- Painter,
 vice Pumping Station, Engineer in Charge Belleville
 Reservoir Keeper, Pumping Station.
 Carpenter,

Labor Class.

General Workmen.

SUPPLY AND DISTRIBUTION OF WATER (MISCELLANEOUS).

Competitive Class.

Superintendent of Repair and Storekeeper,
 Laying Water Pipe, Assistant Storekeeper,
 Assistants to Superintendent, Stable Foreman.
 Foreman,

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Labor Class.

Stableman.

SUPPLY AND DISTRIBUTION OF WATER (METER DEPARTMENT).

Competitive Class.

Superintendent of Supply	Plumbers,
and Distribution,	Superintendent of Meter De-
Water Purveyor,	partment (Hight Service),
Clerks,	Meter Tester,
Draughtsman,	Tinsmith,
Inspectors and Meter Readers,	Machinists,
Plumber Foreman,	Bookkeeper.

Non-Competitive Class.

Character of Services.

Watchman, Watching.

Labor Class.

Laborers.

STREET CLEANING.

Competitive Class.

Superintendent,	Veterinarian,
Assistant Superintendeni,	Timekeeper,
Chief Clerk and Inspector,	Foremen.
Clerk,	

Labor Class.

Drivers,	Keeper of Records,
Stablemen,	Keeper of Tools,
Laborers,	Inspectors of Loads.

PAVING AND REPAIR OF STREETS.

Competitive Class.

Superintendent,	Mason,
Pavers,	Foreman.
Inspectors,	

Non-Competitive Class.

Character of Services.

Rammers (3), Laying paving stones.

Labor Class.

Driver,	Laborers.
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Board of Tax Commissioners.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Chief Clerk, Clerk of Board, Sec. XIII (3).

Competitive Class.

Clerks,

Assistant Surveyor.

Draughtsman,

Treasurer's Office.

Unclassified.

The Treasurer.

Exempt Class.

Reason for Exemption.

The Deputy Treasurer, Deputy, Sec. XIII (1).

Competitive Class.

Clerk.

NEW BRUNSWICK.

Commission of Adjustment.

Unclassified.

Members of Commission,

Chairman of Commission.

Exempt Class.

Reason for Exemption.

Clerk, Clerk of Commission, Sec. XIII
(3).

Non-Competitive Class.

Character of Services.

Janitor, Cleaning, etc.

Board of Assessors.

Competitive Class.

Assessors.

Department of Building Inspector.

Unclassified.

Building Inspector.

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City Clerk.

Unclassified.

City Clerk.

District Court.

Unclassified.

Judge.

Competitive Class.

Clerk.

Non-Competitive Class.

Character of Services.

Janitor,Cleaning, etc.

Department of City Engineer.

Competitive Class.

City Surveyor.

Excise Commission.

Unclassified.

Members of Excise Commission.

Exempt Class.

Reason for Exemption.

Clerk,Clerk of Commission, Sec. XIII
(3).

Fire Alarm.

Competitive Class.

Superintendent.

Law Department.

Unclassified.

City Attorney.

Free Public Library.

Competitive Class.

Treasurer,

Second Assistant Librarian,

Librarian,

Janitor.

Assistant Librarian,

Non-Competitive Class.

Character of Services.

Assistants in Library (3),.....General library work.

Overseer of the Poor.

Unclassified.

Overseer of the Poor.

Competitive Class.

Steward of the Poor Farm.

Office of City Physician.

Competitive Class.

City Physician.

Police Department.

Competitive Class.

Chief, Detective Sergeant,
Sergeants, Patrolmen.

Recorder's Court.

Unclassified.

City Recorder.

Non-Competitive Class. *Character of Services.*

Sanitor, Cleaning, etc.

Sinking Fund Commission.

Unclassified.

Commissioner.

Street Department.

Unclassified.

Street Commissioner.

Competitive Class.

Clerk, Foreman,
Sewer Cleaner, Paver.

Labor Class.

Tablemen, Paver's Helper,
Driver and Paver, Cleaner.
Laborers.

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City Treasurer.

Unclassified.

City Treasurer, Custodian of School Funds.

Non-Competitive Class. Character of Services.

Janitor,Cleaning, etc.

Water Department.

Competitive Class.

Superintendent,	Foreman,
Clerk,	Meter Clerk and Inspector,
Engineer,	Inspector of Water Shed,
Fireman,	Harbor Master.
Janitor,	

Labor Class.

Teamster, Laborers.

Weights and Measures.

Unclassified.

City Weigher.

VILLAGE OF SOUTH ORANGE.

Village Clerk.

Competitive Class.

Village Clerk.

Village Counsel.

Unclassified.

Village Counsel.

Fire Department.

Exempt Class. Reason for Exemption.

Chief Electrician,Special Action of Commission.
see Appendix II.

Competitive Class.

Assistant Chief, Firemen.

Police Department.

Unclassified.

Police Judge.

Competitive Class.

Marshal,
Patrolmen,

Sergeants,

Overseer of the Poor.

Competitive Class.

Overseer of Poor.

Street Department.

Competitive Class.

Foreman,

Overseer of Highways.

Tax Collector.

Competitive Class.

Collector of Taxes.

Tax Assessor's Office.

Competitive Class.

Assessor.

Treasurer's Office.

Competitive Class.

Treasurer.

Water Department.

Competitive Class.

Superintendent,

Collector of Water Rates,

Water and Tax Clerk,

Superintendent of Sewer Department.

Explanatory Note—The classification of positions under the same title will be found to vary somewhat in the various departments and institutions. Such variation is due to differences in the rate of compensation and in the character and nature of the services performed.

APPENDIX II.

dditions Made to Exempt Class
under Section 13 (6) of Civil
Service Law.

(113)

Additions to Exempt Class by Special Action of the Civil Service Commission.

Clerk of the Grand Jury—Essex County.

Reason for Exemption.—Examination not practicable. Position requires peculiar qualifications. Is of a very confidential character and involves large responsibility.

Confidential Clerk of the County Prosecutor—Essex County.

Reason for Exemption.—Examination not practicable. Position requires qualities of an unusual nature. Close relations to the work of the Prosecutor and Clerk of the Grand Jury.

Head of School Department, Free Public Library—City of Newark.

Reason for Exemption.—On account of a vacancy for which unusual experience and special training was required, and for which a satisfactory person could not be obtained in this instance by a competitive examination.

Examiners of Bank and Trust Companies, Department of Bank- ing and Insurance—State Service.

Reason for Exemption.—Examination not practicable. Position of a very confidential character.

Actuary and Special Examiner, Department of Banking and Insurance—State Service.

Examination not practicable. Position filled by a professional actuary.

Examiners of Insurance Companies, Department of Banking and Insurance—State Service.

Reason for Exemption.—Same as Examiners of Bank and Trust Companies.

Vice-Chancellors—State Service.

Reason for Exemption.—Examination not practicable. Should have been placed by law in Unclassified Service.

Advisory Masters, Court of Chancery—State Service.

Reason for Exemption.—Examination not practicable. Duties purely judicial and requiring qualifications not readily determined by examination.

Sergeants-at-Arms, Court of Chancery—State Service.

Reason for Exemption.—Examination not practicable. Position of a confidential character and should be filled by personal choice of Vice-Chancellors.

Sergeants-at-Arms, Court of Errors and Appeals.

Reason for Exemption.—Same as Sergeants-at-Arms in Court of Chancery.

Sergeants-at-Arms, Supreme Court.

Reason for Exemption.—Same as Sergeants-at-Arms in Courts of Chancery and Errors and Appeals.

Docket and Calendar Clerk, Court of Errors and Appeals.

Reason for Exemption.—Same as foregoing Sergeants-at-Arms, and because service performed by same person who acts as Sergeants-at-Arms Court of Chancery, Court of Errors and Appeals and Supreme Court.

Assistant Secretary to Governor.

Reason for Exemption.—Position confidential in character and properly subject to personal selection of the Governor.

Stenographer in Executive Office.

Reason for Exemption.—Position of a confidential character and properly subject to selection by the Governor.

Stenographer Board of Forest Park Reservation Commission.

Reason for Exemption.—Competition not practicable. Salary only \$120 per annum. Employed part of time only.

Geologists and Paleontologists, Geological Survey.

Reason for Exemption.—Examination not practicable. Largely teachers in universities employed on a per diem basis and secured in co-operation with the U. S. Geological Survey. Engaged to study special problems.

Commissioner of Motor Vehicles.

Reason for Exemption.—Examination not practicable. Position filled *ex officio* by Assistant Secretary of State, who is exempt in that position.

Clerks, Department of Preservation of Records.

Reason for Exemption.—Examination not practicable. Experts employed occasionally in special abstract and research work. Are employed elsewhere at other times.

Moral Instructors, New Jersey State Prison.

Reason for Exemption.—Examination not practicable.

Chaplains.—Same as above.

Chaplain, New Jersey Home for Disabled Soldiers.

Reason for Exemption.—Same as Moral Instructors and Chaplains, State Prison.

Chaplains, State Home for Boys.

Reason for Exemption.—Same as Moral Instructors and Chaplains, State Prison.

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Law Reporter, Supreme Court.

Reason for Exemption.—Special training and qualifications required. Not readily determined by examination.

Chancery Reporter.

Reason for Exemption.—Special training and qualifications required. Not readily determined by examination.

Chief Examiner and Secretary, Civil Service Commission.

Reason for Exemption.—Consolidation of two positions; one in the exempt and one in the competitive class.

Treasurer, Home for the Care and Training of Feeble-Minded Women.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Treasurer, Farnum Preparatory School.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Treasurer, State Home for Girls.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Treasurer, Manual Training School for Colored Youth.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Treasurer, Montclair State Normal School.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Treasurer, State Normal School at Trenton.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Treasurer, New Jersey Home for Disabled Soldiers, Sailors or Marines and their Wives and Widows—Vineland.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Secretary and Treasurer, Sanatorium for Tuberculous Diseases.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as secretary and treasurer.

Employes of Board to Re-Appraise Railroads and Canals in New Jersey.

Reason for Exemption.—Temporary nature of employment, only conditionally exempted.

Head of Reference Department, Free Public Library—City of Newark.

Reason for Exemption.—Unusual experience and special training needed, for which a satisfactory person could not be obtained in this instance by a competitive examination.

Chief, Fire Department—South Orange.

Reason for Exemption.—Competition not practicable, as salary is only \$120 per annum.

Electrician, Fire Department—South Orange.

Reason for Exemption.—Competition is not practicable, as salary is only \$24 per annum.

Treasurer—State Board of Agriculture.

Reason for Exemption.—Member of Board of Managers for a fixed term acting as treasurer.



APPENDIX III.

OPINIONS OF ATTORNEY-GENERAL

APPENDIX III.

OPINIONS OF ATTORNEY-GENERAL

You ask if the County Collector, Auditor and Engineer of Essex county can be properly said to be included in the unclassified service, as defined in section II of the Civil Service Law, as "heads of departments," Essex county having adopted the Civil Service Law. The terminology of the classification is unfortunate. As used in the State government, practically all the officials of the State government are clearly to the eye heads of departments in the double sense that they exercise a portion or department of the State government, and also that their work necessarily embraces the services of more than one official. This latter distinction vanishes when the same term is applied to the officials of a municipality or county, and the doubt is made greater by reason of the fact that in section II the classification uses the words, "heads of departments," and in section XII the phrase used is "principal executive officers." I incline to the view that these officials whom you name are properly to be included under the term of "heads of departments," in that they exercise, upon their own initiative, portions or departments of the municipal government. Clearly, if they were working under orders or directions from some higher official, they could not be considered as heads, but since there is no one superior to them in their particular functions, it seems that they are heads, and also that they are heads of their particular portion of the local government. This fact, added to the extreme difficulty of locating these officials if this method of classification is not adopted, leads me to the belief that it would produce the best results were this interpretation of the phrase adopted; yet I can find no absolute authority upon the point, and I leave the matter to your judgment, with such assistance as I have been able to give.

As to the employes upon certain roads and bridges operated by joint committees from the Essex and Hudson County Boards of Freeholders, the question as to their classification as employes of Essex county, subject to the provisions of the Civil Service Act, depends entirely upon the answer to the question as to where lies the power to hire and discharge these employes. If Essex county can singly exercise the power of employment and

discharge, in my opinion these employes would be listed as coming within the Civil Service Act. If, however, the employment is by a joint committee and the recompense is by a joint committee, it is impossible that these employes should be, as to Essex county, subject to the Civil Service Law, and, as to Hudson county, subject only to the whim of the Board of Freeholders. The method of payment would seem to indicate that the employment was an act of a joint committee, and that neither county would exercise absolute control, in which case, of course, the employes would not be subject to the Essex County Civil Service Law.

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

1. Removals Prohibited from Time of Adoption of Act.

TRENTON, N. J., July 1st, 1908.

Gardner Colby, Esq.,

Secy. Civil Service Commission,

Trenton, N. J.

DEAR SIR—You ask in your letter of June 25th, first, if section two (2) of the Civil Service Act contradicts section one (1) with reference to the time when provisions against removals become effective? Section one (1), with reference to the State, as well as the entirety of the Civil Service Act, with the exception of section two (2), does not become operative until the expiration of six months from the time of its adoption, and forty-five (45) days in the case of municipalities. Section two (2), however, was inserted for the apparent purpose of retaining in office, from the time of the passage of the act, all officers, clerks and employes in the employment of the State, or in the municipality adopting the act, coming within the competitive or non-competitive class of the Civil Service Act. Section two (2), you will notice, has no reference to appointments, and my idea is that it has no bearing whatever upon appointments at any time, and was merely inserted as a provision guaranteeing those

in office at the time of the adoption of the act by the State, or by any municipality, under the provisions of section twenty-four (24).

Your second question is, if the act is to be construed, so far as removals are concerned, by section one (1), or section two (2). Prior to the expiration of the time fixed by the statute when the act is to go into effect, removals are to be construed by section two (2); thereafter by section one (1).

Your third question is whether section two (2) prevents any removals in the State's service from and after the date of the approval of the act. The purpose of section two (2), as I read it, is to prevent removals in the State's service, within the competitive and non-competitive classes, after the date of the approval of the act, except in accordance with the provisions of section twenty-four (24).

Your fourth question is as to the meaning of the word "now" in the second section, in reference to municipalities who may hereafter adopt the act, but do not adopt it at the time of its approval. In order to give this word its proper effect, "now" must necessarily refer to the time of the adoption of the act by any municipality. To hold that the word must refer to the time of the passage of the act is to make the section nugatory.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

I. Meaning of Head of a Department.

TRENTON, N. J., July 14th, 1908.

Gardner Colby, Esq.,

Secy. Civil Service Commission,

Trenton, N. J.

DEAR SIR—I do not see how I can make more clear to you my interpretation of the meaning of the phrase "Head of a Department" than by my letter of June 24th. * * *

It is quite true, necessarily, that any governmental official is surrounded by restrictions so that his independent action is, to a

certain extent, checked, but I conceive the head of a department to be such official who, *subject to legal regulations*, within the circle of those regulations in the performance of his duties acts upon his own judgment, and issues orders to his subordinates, if any there are, and that he is distinguished from a subordinate in that, within the circle of his authority, subject to the prescribed regulations, he performs his duties without other orders than those prescribed by law, while the subordinate in a department necessarily is without any discretionary authority, except such as may be conferred by statute, and executes his duties subject to the supervision and direction of a directly superior authority in his own department. * * *

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

I. Classification of Persons in Quartermaster-General's Department Performing Clerical Duties.

TRENTON, N. J., Aug. 31st, 1908.

Willis F. Johnson, Esq.,

Pres. Civil Service Commission,

Trenton, N. J.

DEAR SIR—* * * I understand the phrase, "officers and persons in the militia," to apply to all persons, with reference to the Quartermaster-General's Department, filling offices which necessarily, under the military law, carry some military commission or detail. For instance, the military storekeeper is by virtue of the statute a commissioned officer of the National Guard, and although he performs no actual military duty, he is clearly in my judgment within the unclassified service. I do not think the same rule could possibly apply to the stenographer or clerk. Such employes, therefore, as are enlisted, warranted or commissioned, necessarily in the military service come within the definition. I do not think any other employes not so qualified should be included within the specified classification.

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

1. Boards of Education Independent of State and Municipal Government.

TRENTON, N. J., Sept. 23d, 1908.

*Gardner Colby, Esq.,
Secy. Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your letter of the 18th in which you ask if the Board of Education of the city of Newark is a separate and independent body, or a part of the State government, with reference to the operation of the Civil Service Act.

In my judgment each board of education is an independent local civil government, not a department of any city, nor of the State government. By the School Act each district is specially constituted, and the board of education is made a body corporate, and is given power to sue and be sued, to purchase, lease, receive, hold and sell property, real and personal, and to take and condemn land and other property for school purposes. Its elections are separate and apart from other State or municipal elections, and in distinction from all other elections, women are, on certain questions, permitted to participate therein. Its moneys are held, not by the city treasurer, but by a custodian of the school funds who gives separate bonds therefor.

The case of *Riccio v. Hoboken*, 40 Vr. 649-662, approved in *Howe v. Board of Education*, 43 Vr. 163, clearly indicates this independent character of the school district.

In my judgment, therefore, the Board of Education of the city of Newark is not a part of the Newark city government and affected by the adoption of the Civil Service Law by the city of Newark or the Freeholders of Essex county. Neither is it a department of the State government, thereby affected by the adoption of the Civil Service Law by the State Legislature, but it is in my judgment such an independent local civil government that the Civil Service Government will not apply to it until adopted by resolutions of the board of education.

NELSON B. GASKILL,
Asst. Attorney-General.

REPORT OF CIVIL SERVICE COMMISSION. 1:

1. **Schools for Industrial Education and Municipal Institutions.**

TRENTON, N. J., Oct. 9th, 1908.

mes Kerney, Esq.,

Civil Service Commissioner,

Trenton, N. J.

DEAR SIR—Answering your letter of the 8th, with reference the schools for industrial education and the applicability of the Civil Service Law to them, I beg to say that the fact that the board of Trustees of such institutions are named by the Governor does not constitute such schools State institutions. The managers, of course, being named by the Governor, are State officials as such, but the schools themselves are municipal institutions and the employees thereof are municipal employees.

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

2. **Newark Free Public Library Part of Newark Municipal Government.**

TRENTON, N. J., Oct. 9th, 1908.

Inner Colby, Esq.,

City Civil Service Commission,

Trenton, N. J.

DEAR SIR—I have your letter of the 7th, enclosing copy of letter from the Chairman of the Finance Committee of the Newark Public Library of the city of Newark, asking that a ruling be given on the status of this institution with reference to the Civil Service Law adopted by the city of Newark.

In my judgment the Free Public Library of the city of Newark is a department of the city government that it became subject to the provisions of the Civil Service Law upon the adoption of that law by the city of Newark. It is true that one section of the act, providing for the establishment of free public libraries (sec. 6, Chap. 150, P. L. 1905), makes the trustees of a public library a body corporate, with powers of success-

ion, of suit, management of property, etc., but there is not sufficient parallel between the library service and the public school service to place the trustees of the Free Public Library of Newark upon the same basis, with reference to the Civil Service Law, as that occupied by the School Board.

An examination of the whole Act of 1905 shows that in the first instance the establishment of the Free Public Library and the Board of Trustees is by an election of the legal voters of a municipality. The trustees are appointed by the Mayor. They are the trustees in fact of the city for the lands and the buildings occupied by them in the library service, the real estate being held by the city in its own name. The buildings may be erected only with the consent of the governing body of the municipality, and so on following through the act, it appears that while the Board of Trustees is a body corporate, with certain powers, it exercises those powers, not as an independent organization, but as a subordinate part of the city government, and is, therefore, in my judgment, subject to the Civil Service Law in the city of Newark by reason of the adoption of the law by that municipality.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

1. Classification of State Librarian, Custodian of the State House and Curator of the State Museum.

TRENTON, N. J., Oct. 23d, 1908.

Frank B. Jess, Esq.,

*Chief Examiner, Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your letter of the 21st, in which you ask if the State Librarian, the Custodian of the State House and the Curator of the State Museum are to be considered heads of departments within the terms of the Civil Service Law, and, in reply, I beg to say that, upon examination of the acts constituting these offices and prescribing their duties, I am of opinion that

REPORT OF CIVIL SERVICE COMMISSION. 131

the persons holding these offices are, within the terms of the Civil Service Act, heads of departments.

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

1. Meaning of Words "Superintendents of."

TRENTON, N. J., Nov. 23d, 1908.

Gardner Colby, Esq.,

Secy. Civil Service Commission,

Trenton, N. J.

DEAR SIR—I have your letter of the 20th, asking for an interpretation of Paragraph nine (9) of Section II of the Civil Service Law, where, after proceeding to describe certain officials as included in the unclassified service, the act reads:

"All superintendents of, teachers and instructors in the public schools and State institutions, county superintendents and members of all board of education, etc."

You ask whether the words "superintendents of" refer to the superintendents of State institutions, or simply to superintendents of public schools. In my judgment, the words "superintendents of, teachers and instructors in the public schools and State institutions" refer both to the superintendents of public schools and to the superintendents of State institutions. The words "public schools and State institutions" being distinctly joined, are incapable of separation, and the preceding qualifying words "superintendents of, teachers and instructors" refer necessarily, as it seems to me, to public schools and State institutions as well. This results, as it seems to me, in the classification of superintendents of public schools and State institutions in the unclassified service. If there was any other intention in the minds of those who drew the bill it does not seem to me to be apparent from the reading of the act.

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

Appointees Not Actually Engaged in Work before Law Become Effective.

TRENTON, N. J., March 22d, 1909.

*Gardner Colby, Esq..**Secy. Civil Service Commission,*

DEAR SIR—I have your letter of the 13th, which I have delayed answering by necessity of the pressure of business. You refer to the appointment of certain persons in the service of Jersey City just prior to the date on which the Civil Service Law went into effect. These appointments, it seems, are those of inspectors on improvements and employes of the Free Public Bath, the first-named employes being appointed subject to detail for duty when needed, the others to begin their service at such time as the new bath house, in the course of construction, is completed; and your Commission desires to be informed whether, in my opinion, these persons, by virtue of their appointment prior to the time when the act went into effect in Jersey City, were employes of the municipality at such time. You say that they were not then in receipt of any salary or performing any service in connection with their appointment, and have not as yet been engaged in performing the duties for which they were appointed.

With reference to the first class—the inspectors on improvements appointed subject to detail for duty when needed—I am clearly of the opinion that they were not such employes of Jersey City as to be excluded from the operation of the Civil Service Law, for the reason that they were not then employed by the city, but constituted practically an emergency list from which employes would be selected as necessity required, performing no service and receiving no compensation. The designation of an empty title is not sufficient to constitute an employe, which, as I have stated in previous opinions, includes all of office, employment and compensation. In view of the fact that the appointment was made so shortly before the enactment of the Civil Service Law by Jersey City, it seems quite clear that such appointments were, either in purpose or in operation, evasions of that act.

While the reasoning is not so satisfactory, I am still of the opinion that the employes of the Free Public Bath, being appointed in advance of the necessity for their service, were equally without the employment of the municipality at the time the Civil Service Law went into effect. The language of the act with reference to those then in the service of any municipality clearly, to my mind, indicates those actively engaged in the service of such municipality, and not those who might be thereafter employed, even though the fact of such employment might have been at the time determined. The phrase used is "now in the employ of the State or any municipality adopting this act," and goes on "shall continue to hold their offices or employments, and shall not be removed therefrom." It seems almost self-evident that a man who is detailed to some duty to be performed thereafter is not within the phrase "now in the employ," nor could the phrase "continue to hold office" have any application to such a person, for the reason that he would not be, at the time of the adoption of the act, holding any office or employment, and, therefore, could not be removed therefrom.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

**Employees of Districts under Passaic Valley Sewerage
Commission.**

TRENTON, N. J., May 10th, 1909.

Thomas E. Mernin, Esq.,

Sec'y Civil Service Commission.

DEAR SIR—I have your letter of April 27th, in which you state that the amendment to the Passaic Valley Sewerage Commission Act authorizes municipalities to join and contribute to the expense of the work of that Commission, each district to employ persons whose salary and expenses are to be paid by the district employing them, and not by the Commission, and you ask whether the employes of the contributing districts are under the Civil Service in view of the fact that the Passaic Valley Commission is under

the Civil Service. Unless the districts employing these subsidiary employes are under the Civil Service, the mere fact that these employes are engaged in a work with men who, by reason of a different employment are under the Civil Service and are subject to the provisions of that act, does not constitute them employes of the State, nor are they apparently employed by municipalities or counties having adopted the Civil Service Law.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

Requisites for Citizenship.

TRENTON, N. J., June 28th, 1909.

Gardner Colby, Esq.,

*Chief Examiner and Secretary
of the Civil Service Commission.*

DEAR SIR—I am in receipt of your letter of June 25th, setting out that a young man eighteen years of age, whose father is a foreign born non-naturalized resident of this State, who was himself born outside this country, desires to take the Civil Service examination, and the question is raised whether under such circumstances the applicant may be considered as a citizen within the meaning of section 18 of the Civil Service Law.

In reply I beg to say that a citizen is described as one who, by birth, naturalization or otherwise, is a member of an independent political society, and as such is subject to its laws and entitled to its protection in the enjoyment of civil or private rights. Otherwise used in this connection, it would seem to include residence or domicile, particularly in view of the fact that it seems to be well established that the possession of political rights is not essential to citizenship. The term "citizen" seems to imply either the actual possession and enjoyment or the perfect right of acquisition and enjoyment of an entire equality of privileges, civil and political. Therefore, in view of the fact that the applicant may follow his declared intention and acquire equal political and civil rights with native-born residents of this State, it seems that by

reason of his residence here he may be considered to be a citizen within the meaning of the Civil Service Act.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

Advertising Notice of Examinations.

TRENTON, N. J., September 14th, 1909.

*Gardner Colby, Esq.,
Chief Examiner and Secretary
of the Civil Service Commission,
Trenton, N. J.*

DEAR SIR—Acknowledging the receipt of your letter of September 10th, making inquiry with reference to a ruling of the State Printing Board that State advertisements with display lines are not permissible under the laws of this State governing State printing. I note that the act specified names a price to be paid on a basis of a fixed type per line, based upon lines averaging at least seven words. The difficulty about the scheme presented by you that it would be possible to place an advertisement in a certain number of lines not less than the actual space taken up by the advertisement when set solid, is that it would require constant computation to determine the accuracy of the bills presented upon the mass of the advertisement and the space occupied, and would, if not leading to abuse, at any rate be ground for misunderstanding and criticism. I think it much safer, even if, to a certain extent, less advantageous, that the advertisements be set without display, so that the space occupied is paid for on the line basis, which is clearly within the statute, while the other interpretation which you suggest would require some construction before it would seem to be entirely permissible.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

Construction of Temporary Period of Two Months.

TRENTON, N. J., September 16th, 1909.

*Gardner Colby, Esq.,
Chief Examiner and Secretary
of the Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your letter of September 15th, asking for my opinion upon the propriety of a temporary appointment for sixty consecutive working days, excluding holidays and Sundays, under a proper construction of section 29 of the Civil Service Law limiting temporary appointments to two months.

Under ordinary circumstances, there being no other indication of a contrary meaning, the word month, week or year refers to the accepted calendar period, and not to the actual working time which might, or might not, be included therein. In view of the fact that there is no indication in the statute of a contrary meaning, I incline to the view that the phrase "two months" in the section in question refers to two calendar months, and that temporary appointments under the act must be limited thereby.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

Definition of Instructors.

TRENTON, N. J., November 16th, 1909.

*Gardner H. Colby, Esq.,
Chief Examiner and Secretary
of the Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your letter of the 13th instant. I understand from your letter that there are men employed in various institutions of this State for the purpose of cooking, washing, baking, taking care of cows, etc., who, in addition to actually

performing those services, teach the inmates to cook, wash, bake, etc. Under the circumstances you desire my opinion as to whether they can be said to be instructors in State institutions within the meaning of that part of section 11 of the Civil Service Law which places in the unclassified service all superintendents in State institutions. In my judgment, persons engaged in those occupations above named cannot be said to be instructors. In addition to mental instructors, there are, in fact, instructors engaged in the various institutions in teaching men the art of producing certain manufactured articles, such as shirts, collars and the like. This class, in my judgment, would be instructors within the meaning of the act.

I am, sir,

Very truly yours,

EDMUND WILSON,
Attorney-General.

Right of Adopting Proposed Rule.

TRENTON, N. J., December 6th, 1909.

*Gardner Colby, Esq.,
Chief Examiner and Secretary
of the Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your letter of the 3d instant, requesting my opinion as to the power of your Commission to adopt the following rule, to be added as Clause 9 of Rule VII, concerning certification and appointment: "For any office in the State service the duties of which pertain exclusively to a single county, or the authority of which is confined to such county, in such a manner as to make residence in and familiarity with the geographical and other conditions of that county essential to a proper performance of duty, the Commission will certify for appointment only eligible candidates having a legal voting residence in the county."

As is well known, the Civil Service Act of 1908 was designed to cover appointments to the State service and to service in

municipalities. Eliminating any consideration of the question as to whether residence in a municipality is essential to the appointment to a position in such municipality, section 18 of the act of 1908 provides that "All examinations required to be held by the provisions of this act, both for positions in the competitive and the non-competitive class, or any other class where examinations are required to be held, shall be free to all citizens of the State of New Jersey with the limitations specified in the rules of the commission as to residence, age, sex, health, habits and moral character."

It seems to me that in respect to positions in the State service there can be no exclusion of a citizen by reason of his residence. Of course, as to appointments in municipalities, it is entirely proper that the rules should prescribe that appointments to positions in such municipality should, as far as possible, be made from citizens and residents of such municipality, and it is in this connection, it seems to me, that the word "residence" is used in section 18.

The matter is not entirely free from doubt, but the foregoing is the conclusion I have reached after careful consideration.

Very truly yours,

EDMUND WILSON,
Attorney-General

APPENDIX IV.

RULES AND THE CIVIL SERVICE LAW

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CIVIL SERVICE RULES.

NOTE.—As the law is very comprehensive and detailed, many of its more specific provisions are reprinted in the rules under the heading to which they refer. The rules prepared by the Commission are numbered. The provisions of the law are designated by letters of the alphabet.

RULE I.

CLASSIFICATION.

(a) The civil service of the State of New Jersey, and of the municipalities thereof when and as they may adopt the provisions of this act in the manner hereinafter provided, shall be divided into the Unclassified Service and the Classified Service. (Section 11.)

(b) The Unclassified Service shall not be subject to any of the provisions of this act, and shall include the following classes:

All officers elected by popular vote;

All officers appointed by the Governor, with or without the advice and consent of either or both branches of the Legislature;

All officers and employes appointed by either or both branches of the Legislature;

All election officers;

All heads of departments of the State government, and members of commissions and boards thereof, and all appointments of the mayor; and also all heads of departments the members of commissions and boards elected by the board of aldermen, common council, or other governing body of the municipalities that may adopt the provisions of this act;

All law officers of any municipality that may adopt the provisions of this act;

All officers and persons in the militia;

All superintendents of, teachers and instructors in the public schools and State institutions, county superintendent and members of all boards of education, all police magistrates appointed by the mayor or other head officer of any municipality that may adopt the provisions of this act. (Section 11.)

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(c) The Classified Service shall include all persons in the paid service of the State or the municipalities thereof that may adopt the provisions of this act not included in the Unclassified Service. (Section 11.)

(d) The officers, positions and employments in the Classified Service of the State, and of the municipalities thereof that may adopt the provisions of this act, shall be arranged by the civil service commission in four classes, to be designated as the Exempt Class, the Competitive Class, the Non-competitive Class and the Labor Class, which classification may be changed from time to time as the Commission shall deem proper. (Section 12.)

RULE II.

EXEMPT CLASS.

(a) The following positions shall be included in the Exempt Class:

The deputy or first assistant of principal executive officers authorized by law to act generally for and in the place of his principal;

The legal assistants of the law department of the State, and of the municipalities adopting the provisions of this act, and in the offices of prosecuting attorneys to the number actually engaged in trial or appeal work and appearing in the courts;

One secretary or clerk of each department, board and commission authorized by law to appoint a secretary or clerk;

One private secretary or clerk, or stenographer, of each judge or each principal executive officer;

All officials of State and county institutions who must of necessity be physicians;

In addition to the above there may be included in the exempt class all other offices or positions, except laborers, for the filling of which competitive or non-competitive examinations shall be found by the Civil Service Commission to be impracticable. But no office or position shall be deemed to be in the Exempt Class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the said Commission. Not more than one appointment shall be made to or under the title of any such office or position unless a different number is specifically mentioned in the rules. After six months from the date of the approval of this act, or forty-five days after the date of its adoption by any municipality of this State, no office or position shall

be classified by the Commission in the Exempt Class except after public hearing by the Commission or any member thereof. Suitable public notice of such hearings shall be given by the said Commission. At any such hearing any citizen of this State shall have the right to be heard, either in person or by counsel, either in opposition to or in favor of the proposed exemption. Appointments in the Exempt Class may be made without examination. (Section 13.)

(1) A request that, in accordance with Clause 6 of Section 13, a position be included in the exempt class shall be made in the form prescribed by the Commission, and shall set forth in detail the true grounds on which it is based. A public hearing shall then be set of which the Commission shall give at least one week's notice by publication in one issue of the two official newspapers and by mailing notices to the daily papers in the State, or in the municipality if the position is in a municipal service.

(2) The positions in the exempt class in each department or office shall be those only which are specifically named in Schedule A, which is hereby made a part of this rule, or which may hereafter, by action of the Commission, in accordance with the provisions of the law and of this rule, be included therein.

RULE III.

COMPETITIVE CLASS.

(a) The Competitive Class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations, and shall include all positions and employments now existing or hereafter created, of whatever functions, designations or compensation, in each and every branch of the classified service, except such positions as are in the exempt class, the non-competitive class or the labor class. Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction, under the provision of this act and the rules made in pursuance thereof, by appointment from among those certified to the appointing officer in accordance with the provisions of section twenty-one of this act. (Section 14.)

(1) All positions in the competitive class shall be arranged in groups based upon the character of the service rendered, as follows:

Group A. *Clerks*, which term shall include all positions, the duties of which are of a clerical character, and which are not otherwise specifically provided for herein.

Group B. *Cashiers*, which term shall include all positions the duties of which are the actual receipt, custody or disbursement of money or the enforcement of the accountability for the same.

Group C. *Custodians and Messengers*, which term shall include all positions the duties of which are the charge of property or persons or as attendants.

Group D. *Engineers*, which term shall include all positions where qualifications of an engineering or cognate character are required.

Group E. *Inspectors*, which term shall include all positions the duties of which are the inspection of materials or workmanship or the supervision of work.

Group F. *Special Agents*, which term shall include all positions requiring investigative and detective ability.

Group G. *Law Positions*, which term shall include all positions requiring some legal knowledge.

Group H. *Medical Positions*, which term shall include all positions requiring medical or pharmaceutic knowledge.

Group I. *Mathematicians*, which term shall include all positions requiring special mathematical qualifications.

Group J. *Scientists*, which term shall include all positions requiring special scientific knowledge.

Group K. *Agriculturists*, which term shall include all positions requiring agricultural or horticultural knowledge, including arboriculture and the breeding and care of animals.

Group L. *Instructors*, which term shall include all positions the duties of which are scholastic instruction or to educate or test the ability to instruct.

Group M. *Mechanics and Craftsmen*, which term shall include all positions requiring special mechanical skill, or as tradesmen not classed as laborers.

Group N. *Miscellaneous Positions*, which term shall include all positions requiring expert or other qualifications not embraced in the exempt or non-competitive classes, or in other groups in this class.

Group O. *Positions in the Uniformed Police Force.*

Group P. *Positions in the Uniformed Fire Force.*

(2) The omission in the above classification of any official designation or appellation of a position in the service shall not be held to exclude such position from the classification, as it will be comprised in the group and subdivision to which it belongs by the general definition and specifications of such group and subdivision.

(4) The Commission may further subdivide for the purpose of examination or promotion the positions in any group or subdivision.

RULE IV.

APPLICATIONS.

(a) All examinations required to be held by the provisions of this act both for positions in the competitive class and the non-competitive class, or any other class where examinations are required to be held, shall be free to all citizens of the State of New Jersey with the limitations specified in the rules of the Commission as to residence, age, sex, health, habits and moral character. (Section 18.)

(b) The Commission shall require persons applying for admission to any examination provided for under this act or under the rules and regulations of the said Commission, to file in its office within a reasonable time prior to the proposed examination a formal application in which the applicant shall state under oath or affirmation:

Full name, residence and post-office address;
Nationality, age and the place and date of birth;
Health and physical capacity for public service;
Business and employments and residences for the five previous years;

Such other information as may reasonably be required touching the applicant's merit and fitness for the public service; but no inquiry shall be made as to any religious opinions and political affiliations of the applicant. (Section 19.)

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(c) Blank forms for such applications shall be furnished by the said Commission without charge to all persons requesting the same. The said Commission may require in connection with such application such certificates of citizens, physicians or others having knowledge of the applicant as the good of the service may require. (Section 19.)

(1) No person shall be admitted to examination until he has filed an application under oath upon a form prescribed by the Commission, giving such evidence in regard to age, citizenship, character, physical and mental capacity, previous employment, training and fitness as the Commission may require. All applications must be filled out and signed in the handwriting of the applicant, except that persons who are unable to write may have their applications filled out by some other person, but must have their name identified by their mark and said mark witnessed.

(2) Every application must bear the certificates of at least three reputable citizens to the effect that they have personally known the applicant; that they have read his statement, and believe it to be correct; that they know him to be of good character and reputation, and that they will, upon request, give the Commission such further facts concerning him as they may possess.

(3) The Commission may fix the limits of time between which applications for a given examination shall be presented; but such period shall in no case be less than ten days.

(4) A defective application shall be returned for correction and shall be accepted if returned in correct form before the date of examination.

(5) No application shall be accepted unless the applicant is within the age limitations fixed by the Commission for entrance to the position to which he seeks to be appointed.

(6) Where physical qualifications are necessary, the Commission may require the applicant to file with his application a certificate of physical fitness from a reputable physician, or, in its discretion, may require the applicant to submit to examination before physical examiners appointed by the Commission.

(7) In applications for examination for positions requiring scientific, professional or technical qualifications, the Commission

may require evidences of special education for, or of practical experience for a satisfactory term in, such science, profession, art or trade; and shall require the production of such certificates of competency and licenses as are provided by the statutes of this State as necessary to enable the practice of any profession, art or trade. (Adopted Oct. 6, 1908.)

(8) Applications when presented shall be dated, numbered and recorded in the order of their receipt.

RULE V.

COMPETITIVE EXAMINATIONS.

(a) Such examinations shall be practical in their character and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the position to which they seek to be appointed, and may include tests of physical qualifications and health, and when appropriate, of manual skill. No question in any examination shall relate to political or religious opinions or affiliations. (Section 18.)

(b) The Commission shall control all examinations, and may, whenever an examination is to take place, designate a suitable person or persons, either in or not in the official service of the State, to be examiners, and it shall be the duty of such examiners, and if in the official service it shall be part of their official duty, without extra compensation, to conduct such examinations as the Commission may direct, and to make return or report thereof to said Commission; and the said Commission may at any time substitute any other person, whether or not in such service, in the place of any one so selected; and the Commission may themselves at any time act as such examiners and without appointing examiners. (Section 18.)

(c) Such examinations shall be held in such locality or localities as will most readily provide equal opportunity for all citizens of the said State with reference to positions in the service of the State, or to all citizens of any municipality that may hereafter adopt the provisions of this act with reference to positions in the service of the said municipality. (Section 18.)

(d) Due and sufficient notice thereof being given in such manner that all persons interested in the said examinations may have an opportunity of learning of the time, place and conditions of the said examinations. Such notice of the time and place

and general scope of every examination shall be given by the Commission, by publication, for two weeks preceding such examination, in such newspapers of general circulation throughout the State as the Commission shall prescribe, and such notice in printed form shall also be sent by the commissioners to the county clerks of each county, and by them promptly posted in a conspicuous place in the clerk's office of the said county. (Section 18.)

(e) The said Commission may refuse to examine an applicant or after examination to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position or employment for which he applies, or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks employment, or who is addicted to the habitual use of intoxicating liquors to excess, or who has been guilty of any crime or of infamous or notoriously disgraceful conduct, or who has been dismissed from the public service for delinquency or misconduct, or who has made false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment. Whenever the said Commission refuses to examine an applicant or after an examination to certify an eligible, as approved by this section, then the said Commission, upon the request of such person, shall grant to him a hearing upon the cause of such refusal. (Section 19.)

(1) Written competitive examinations for positions in the State service shall be open to all citizens of the State who comply with the preliminary requirements, and who are not debarred by the Commission for sufficient cause in accordance with Section 19 of the Civil Service Law. Such examinations shall be held in Camden, Newark and Trenton, provided applications shall be received from those residing in portions of the State adjacent thereto, and in such other places as the Commission may, on account of the number of applicants from adjoining localities, deem it desirable. Examinations for the service of a municipality shall be confined to persons having a legal voting residence in that municipality, except in case of positions of a technical or other character, in which such restriction is impracticable. (Amended November 24, 1908, January 12, 1909, and February 1, 1910.)

(2) The Commission shall designate suitable persons in the localities in which examinations are held to act as local examiners, who shall perform such duties in connection with the examinations as the Commission or the Chief Examiner may require. When necessary, the Commission may also designate special or expert examiners and examining physicians to assist in the drawing up, conduct or marking of examinations.

(3) Examinations may include special oral, practical, medical and physical tests, which in the case of the police or uniformed fire service shall precede and in all other examinations may precede or follow the written examination, and shall be held at such places as the Commission may designate. Written records of all such tests in the case of each candidate examined must be filed. (Amended February 1, 1910.)

(4) As far as practicable, examinations shall be held periodically, and the dates of examinations published during the first week of the calendar year.

(5) All examinations shall be advertised for at least two weeks preceding the final date for the receipt of applications by at least three insertions in two newspapers of general circulation, designated by the Commission as official, in the State or municipality, as the case may be; by mailing notice to daily papers in the State or municipality, and by sending notices in printed form to the county clerks of all counties in the case of examination for positions in the State service, or of the county in which the municipality is situated, in the case of examinations for the service of a municipality, for posting in a conspicuous place, as well as by posting a copy in the office of the Commission. (Amended February 1, 1910.)

(6) The notice of examination shall set forth in each case the title of the position, the time and place of examination, the date upon which the receipt of applications will close, the place or places where applications can be procured and filed, and such other information as the Commission may deem pertinent.

(7) The subjects of examination and the weight to be attached to each subject in marking shall be determined by the Chief Examiner, subject to the direction of the Commission. Each subject shall be marked upon a scale of 100, which shall

represent the maximum possible attainment, and no person shall be placed upon the eligible list whose final average rating is less than 70 per cent., or whose rating on any one subject is less than 50 per cent.

(8) In preparing the questions to be used in an examination, the Chief Examiner may consult with the head of the department or with experts in regard to the duties of the position to be filled. But the questions actually to be used shall be kept absolutely secret in advance of the examination.

(9) Whenever a position has a fiduciary or executive character the commission may require, as a part of the examination, such special certificates by reputable and responsible persons as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper.

(10) Before proceeding to answer the questions in the examination each competitor shall be required to fill out and sign a declaration sheet giving his full name and address and such other information as the Commission may require, and to seal the same in an official envelope. The envelope and the papers of the candidate shall be marked with an identical number. At the close of the examination the envelopes shall be placed in a sealed package and deposited in a safe, and the package shall not be opened for identification of the papers until the marking on all the papers has been completed. Any paper bearing the name of the candidate, or any other identification mark, shall be rejected, and specific announcement of this fact shall be made at the commencement of the examination.

(11) Upon the completion of the marking each candidate shall receive notice of his rating, and shall, on application, subject to the regulations of the Commission, be permitted to see the eligible list and inspect his paper.

(12) No request for a review of the marking shall be entertained by the Commission unless made within fifteen days of the date when the notice as to the standing of the candidate is sent out, and no change in rating shall be made unless some manifest error shall appear on the face of the papers.

After an examination requiring a medical test, before the ratings of those who pass are announced, those who have failed

to pass the medical test shall be notified of that fact, and the reasons therefor, and shall be informed that they have five days in which to ask for a re-examination. If their request is supported by an affidavit of some physician, or other reputable person, to the effect that an error appears to have been made, the Commission shall consider and deal with such request at its discretion, and the ratings of the eligible list shall not be published until a suitable period of time for the disposition of such requests has elapsed. (Amended February 1, 1910.)

(13) No person who has entered any competitive or non-competitive examination for a position in the classified service shall be admitted within nine months from the date thereof to a new examination for the same position. (Adopted Oct. 6, 1908.)

RULE VI.

ELIGIBLE LISTS.

(a) From the returns or reports of examiners, or from the examinations made by the Commission, the commissioners shall prepare a register for each grade or class of positions in the classified service of the State, or of any municipality that may hereafter adopt the provisions of this act, of the persons who shall attain such minimum mark as may be fixed by the Commission for any part of such examination and whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of said Commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination; *provided, however*, that if any honorably discharged soldier, sailor or marine having served in the War of the Rebellion, shall be among those whose names are placed on such register, such soldier, sailor or marine shall be considered as standing highest in rank thereon, and if two or more names of such soldiers, sailors or marines shall be found on said register, they shall rank as to each other according to their relative excellence as determined by said examination. (Section 20.)

(b) The term of eligibility of an applicant shall be fixed for each list by the Civil Service Commission at not less than one nor more than three years. Appointments shall be made from the eligible list most nearly appropriate, and a new and separate list

head of department, office or institution. In making such certification, sex shall be disregarded, except when some statute, the rules of the said Commission, or the appointing power shall specify sex. (Section 21.)

(b) All appointments and promotions to positions in the competitive, non-competitive and labor classes of the classified service shall be for a probationary period of three months. If, at the close of this probationary term, the conduct or capacity of the probationer has not been satisfactory to the appointing officer the probationer shall be notified in writing that he will not receive absolute appointment; otherwise his retention in the service shall be equivalent to his final and absolute appointment. (Section 17.)

(c) No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be assigned to perform the duties other than those properly pertaining to the position which he legally holds. (Section 14.)

(d) When any position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond, or other security, in lieu thereof, and shall notify the Commission of the amount of said bond required; *provided, however*, that any surety company of this State, or any surety company of any other State of the United States authorized to transact business in this State, shall be a sufficient surety on any such bond. (Section 19.)

(1) A requisition by the head of a department for the certification of eligibles from which he may make appointment shall state specifically the title and duties of the position to be filled, the compensation to be paid and whether the position is to be filled permanently or for a temporary period.

(2) The Commission in making certification in response to such requisition shall give the full name and address and the average rating obtained in the examination of the three persons standing highest upon the most appropriate list, and shall immediately notify such persons of such certification and the title and salary of the position to be filled.

(3) The appointing officer shall make selection, with reference solely to merit and fitness, from the three names certified, unless objection shall be made, and sustained by the Commission, to one or more of the persons named for any of the reasons stated in Section 19 of the Civil Service Law, (Rule V), in which case the certification shall be completed by the addition of the

(1) All positions in the competitive class, where the nature of service is such that it is not continuous through the year, but recurs in each successive calendar year, shall be designated as season positions. Any person originally appointed to or employed in a season position, under the provisions of these rules, and who has been temporarily separated from the service by the expiration thereof in any year, shall be entitled to re-appointment to or re-employment in the same position in the next ensuing year, upon filing in the office of the Commission, in such form as it may prescribe, a request for such re-appointment or re-employment within six weeks previous to and at least thirty days before the date of resumption of such short term service. The Commission shall certify to the proper appointing or employing officer the names and postoffice addresses of the persons who have made such formal requests, and they shall be reinstated in the positions vacated by them in the previous year in the order of the date of their original appointment or latest promotion in the several grades, provided that in the meantime they are not disqualified from any cause. (Adopted Oct. 6, 1908.)

(2) When services are to be rendered of a temporary character, and for a definite period not exceeding six months, the appointing officer shall inform the Commission, stating the duration of such period, the rate of compensation and other conditions of employment, and may select for such employment one of the first three persons on the appropriate eligible list who, after due notice of the conditions, is willing to accept certification therefor; but successive temporary appointments shall not be made under this clause, nor shall any person be eligible for temporary employment if he has served under temporary appointment in the same department, office or institution within the previous three months. Neither acceptance nor declination of any such temporary employment shall affect the right of an eligible to certification for regular appointment; nor shall acceptance confer any of the rights of promotion, transfer or reinstatement.

RULE IX.

SUSPENSION AND REINSTATEMENT.

(a) Any person holding an office or position under the Classified Service who has been separated from the service without any delinquency or misconduct on his part, but owing to reasons of economy or otherwise, may be reinstated within two years from the date of such separation to the same or similar office or position in the same department; and whenever any permanent office or position in the Classified Service is abolished or made unnecessary, the person or persons legally holding such office or position shall be deemed to be suspended without pay, and the names of such persons shall, on due notification from the appointing officer, be placed by the Commission on a special list, and for a period of two years from the date of the abolishment of such office or position the person who held the same shall be entitled to reinstatement in any office or position of the same or similar kind as that previously abolished, and the names of all such persons, when an office or position is to be filled of a character the same or similar to that previously held by them, shall be certified by the Commission to any appointing officer when such appointing officer shall make known to such Commission, in the manner designated in this act, the office or position to be filled. (Section 23.)

(1) The names of persons suspended without pay, and entitled to reinstatement in accordance with the provisions of Section 23, shall be placed on special lists in accordance with the duties performed by such persons in the positions from which suspension is made in the order of the dates of their original appointment to the classified service. Whenever a vacancy occurs in a position for which any special list is appropriate, certification shall be made therefrom, in accordance with the provisions of Rule VII, in preference to certification from any other list until such special list is exhausted.

RULE X.

TRANSFER.

(a) With the consent of the Commission, a person holding an office or position in the Classified Service may on his own request,

in which the promotion is to be made. If there are less than three persons who have so served in the next lower grade in the same group, or if all such persons fail in any promotion examination, then all persons who have so served in the second lower grade of such group shall be eligible to promotion. The Commission may in any case extend eligibility for promotion to the incumbents of any of the following classes of positions: first, persons who for more than six months have served in any of the lower grades in the same group in the same office, department or institution; second, persons who for more than six months have served in another group, but in a similar position in the same office, department or institution; third, persons who for more than six months have served in the same or another group, but in a similar position, in other offices, departments or institutions; provided, however, that no persons in any of the three classes of positions before mentioned shall be eligible to promotion unless the Commission shall find that the nature of the duties of the positions held by such persons are such as naturally and properly fit them to perform the duties of the position to which they seek promotion as fully as the duties of the persons holding positions in the next two lower grades in the same group in the office, department or institution in which promotion is to be made; but no person shall be eligible to promotion who lacks any of the preliminary requirements for original entrance to the position to be filled by promotion. (Adopted Oct. 6, 1908.)

(6) Whenever there are not more than three persons eligible to any promotion the appointing officer may nominate one of such eligible persons who may be promoted upon passing the required examination; but no examination shall be required for promotion to the next higher grade in such a case (i) when the person promoted has qualified in an open competitive examination and his name is upon the appropriate eligible list for the position to be filled in force at the time of the promotion; (ii) when the promotion is a mere increase in salary without any change whatever in the duties of the person promoted; (iii) when such person entered the service through open competitive examination if there is not required for original entrance to the position to which promotion is sought an examination involving essential tests or

qualifications different from or higher than those required for original entrance to the position held by such person. (Adopted Oct. 6, 1908.)

(7) In cases where distinct open competitive examinations are customarily held and eligible lists maintained for several grades in the same group, persons who successfully compete in such examinations for grades to which they are eligible to promotion under this rule shall be preferred in certification from the resulting eligible lists over persons not eligible to promotion. (Adopted Oct. 6, 1908.)

(8) Whenever there are more than three persons eligible to any promotion the commission shall hold a competitive examination of those eligible to said promotion and shall cause notices of the same to be posted conspicuously in the office or institution wherein the promotion is to be made and to be mailed to those eligible to the promotion. (Adopted Oct. 6, 1908.)

(9) The Commission shall send to each person entitled to compete for promotion an application blank, upon which the candidate shall state in full his experience in the service, and before entering the service, qualifying him to enter the examination. Such application shall be signed and sworn to and may be given such weight, as supplementing the efficiency record, as the Commission shall see fit.

(10) If the vacancy to be filled is in a position in Grades 5, 6 or 7, the Commission may, if it deems that, on account of the executive ability required to fill the position, promotion by competitive examination is impracticable and not for the best interests of the service, hold an original competitive examination without regard to the number of persons in the next lower rank or grade. \$1,500

(11) Examinations for promotion shall be held at such times and places as the Commission shall designate. Eligible lists shall be drawn up and requisition, certification and appointment made in the same manner as prescribed for original appointment in Rules VI and VII.

(12) The grades for all departments, offices or institutions, except as otherwise specified in these rules, shall be the following:

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Grade 1. All positions, the compensation of which is at the rate of not more than \$360 per annum.

Grade 2. All positions, the compensation of which is at the rate of more than \$360 and not more than \$600 per annum.

Grade 3. All positions, the compensation of which is at the rate of more than \$600 and not more than \$1,000 per annum.

Grade 4. All positions, the compensation of which is at the rate of more than \$1,000 and not more than \$1,500 per annum.

Grade 5. All positions, the compensation of which is at the rate of more than \$1,500 and not more than \$2,000 per annum.

Grade 6. All positions, the compensation of which is at the rate of more than \$2,000 and not more than \$2,500 per annum.

Grade 7. All positions, the compensation of which is at the rate of more than \$2,500 per annum.

In determining the rate of compensation for the purposes of this rule, full maintenance in institutions shall be valued at \$150 per annum.

(13) Employes paid according to piece work shall be considered as not graded. (Adopted June 30, 1908.)

(14) In case a statute, or an ordinance, or fixed rule adopted prior to December 1, 1908, provides for a stated increase of salary automatically after a certain term of service, in a police or fire department, the promotion in grade which may thus be effected shall be permitted without examination. (Adopted November 24, 1908.)

(15) On request of the appointing officer, for satisfactory cause expressed in writing to the Commission, a promotion may be made on examination for a probationary period of three months on conditions identical with those of original appointments as set forth in Rule VII (b). In such case the new appointee taking the place of the person thus promoted shall be regarded as a temporary appointee under the provisions of Rule VIII (2), but if the promotion shall, at the end of the period, be made permanent, then the service of the new appointee shall be held to have been probationary, and that appointment shall also be made permanent. (Adopted November 24, 1908.)

RULE XII.

REMOVAL, AND REDUCTION.

(a) No officer, clerk or employe in the Classified Civil Service shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of his religious or political opinions or affiliations. Further, no officer, clerk or employe holding a position in the Competitive or Non-Competitive Class of the Classified Civil Service shall be removed, discharged or reduced, except as provided in section seventeen of this act as to probationers, until he shall have been furnished with a written statement of the reasons for such action and been allowed a reasonable time in which to make written answer thereto. In every case of such removal, discharge or reduction a copy of the statement or reasons therefor and of the answer thereto shall be furnished to the Civil Service Commission, and entered upon the records of said Commission and upon the records of the department or office in which the discharged, removed or reduced person was or is employed. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days; *provided, however*, that successive suspensions are not to be allowed. (Section 24.)

RULE XIII.

SPECIAL PROVISIONS AFFECTING THE POLICE AND FIRE SERVICES.

(1) Before admission to an examination for the police or the fire service, each applicant therefor, whose application has been accepted, shall be subjected to medical and physical tests having reference to (i) measurements of weight, height, and chest expansion and mobility; (ii) sight and hearing; (iii) condition of hands, feet, and joints of all limbs; (iv) general organic condition; (v) habits as to the use of stimulants and narcotics; and (vi) previous condition of health. The medical and physical examiners shall report to the Commission in writing the results of such tests upon blank forms provided by the Commission, and no applicant shall be admitted to the examination who is not certified by them to be qualified and sound in each of the aforesaid particulars. (Adopted September 25, 1908.)

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name or names next following upon the eligible list. If there be more than one vacancy to be filled, certification and selection shall be made for each vacancy in the same manner.

(4) The person selected shall be duly notified by the appointing officer, and upon accepting and reporting for duty, shall receive from such officer a certificate of appointment for a probationary period of three months. If his conduct or capacity on probation is unsatisfactory to the appointing officer, the probationer shall be notified in writing at least two weeks in advance that at the end of such period he will, for that reason, not be retained; otherwise his retention in the service shall be equivalent to his final and absolute appointment.

The name of any dismissed probationer will be reinstated to his former place on the eligible list for future certification, provided the reasons for the dismissal while on probation are not such as to warrant the name being stricken off the eligible list. (Amended February 1, 1910.)

Every officer under whom any probationer shall serve during any part of his probation shall carefully observe the quality and value of the services rendered by such probationer, and his conduct, and if so required shall report in writing to the proper appointing officer the facts observed by him, showing the character and qualifications of such probationer, and of the service rendered by him, and such reports shall be preserved on file. (Adopted Oct. 6, 1908.)

Whenever two or more persons appointed from the same eligible list are serving as probationers in the same department, and there is necessity for a reduction of the force of such department affecting such persons, they shall be preferred for retention in the order of their original standing upon such list. (Adopted Oct. 6, 1908.)

(5) In case an eligible certified for appointment on probation shall decline appointment, without stating a satisfactory reason for such declination, his name shall be stricken from the list. If the declination is on account of the location of the office, or on account of the amount of salary, the eligible shall not be again certified for the same locality or for the same or less salary. (Amended February 1, 1910.)

(6) When an eligible certified for appointment shall fail to accept an offer of appointment by mail within six business days next succeeding the mailing of notice of appointment, or within the same or next succeeding business day when the notification is sent by telegram, he shall be deemed to have declined the appointment.

(7) If a person who is not entitled to certification is appointed, his appointment, upon due notification from the commission, shall be revoked.

(8) Whenever a vacancy exists in a position in the competitive class, and an open competitive examination duly advertised does not result in an eligible list for such position, the head of the office may nominate a person to the Commission for non-competitive examination, and if such nominee shall be certified by the Commission as qualified, he may be appointed to fill such vacancy. In case there is a person serving in such a position under provisional examination, and no one applies to compete with him in an open competitive examination duly advertised, the provisional appointment of such person may be made permanent. (Adopted Oct. 6, 1908.)

RULE VIII.

SEASON, TEMPORARY AND EMERGENCY APPOINTMENTS.

(a) Nothing contained in this act shall be construed to prohibit the head of any department, office or institution of this State or of any municipality thereof adopting the provisions of this act employing temporarily, subject to the subsequent approval of the Commission, in cases of emergency, a person or persons to carry out the work of such department, office or institution, but the head of such department, office or institution, upon employing any such person or persons shall immediately give notice thereof to the Commission created by this act, and as soon thereafter as practicable a person shall be selected in accordance with the other provisions of this act, whereupon the services of the person or persons so temporarily employed shall cease. In no case shall such employment continue for a longer period than two months, nor shall successive temporary appointments be made to the same position under this provision. (Section 29.)

(1) All positions in the competitive class, where the nature of service is such that it is not continuous through the year, but recurs in each successive calendar year, shall be designated as season positions. Any person originally appointed to or employed in a season position, under the provisions of these rules, and who has been temporarily separated from the service by the expiration thereof in any year, shall be entitled to re-appointment to or re-employment in the same position in the next ensuing year, upon filing in the office of the Commission, in such form as it may prescribe, a request for such re-appointment or re-employment within six weeks previous to and at least thirty days before the date of resumption of such short term service. The Commission shall certify to the proper appointing or employing officer the names and postoffice addresses of the persons who have made such formal requests, and they shall be reinstated in the positions vacated by them in the previous year in the order of the date of their original appointment or latest promotion in the several grades, provided that in the meantime they are not disqualified from any cause. (Adopted Oct. 6, 1908.)

(2) When services are to be rendered of a temporary character, and for a definite period not exceeding six months, the appointing officer shall inform the Commission, stating the duration of such period, the rate of compensation and other conditions of employment, and may select for such employment one of the first three persons on the appropriate eligible list who, after due notice of the conditions, is willing to accept certification therefor; but successive temporary appointments shall not be made under this clause, nor shall any person be eligible for temporary employment if he has served under temporary appointment in the same department, office or institution within the previous three months. Neither acceptance nor declination of any such temporary employment shall affect the right of an eligible to certification for regular appointment; nor shall acceptance confer any of the rights of promotion, transfer or reinstatement.

RULE IX.

SUSPENSION AND REINSTATEMENT.

(a) Any person holding an office or position under the Classified Service who has been separated from the service without any delinquency or misconduct on his part, but owing to reasons of economy or otherwise, may be reinstated within two years from the date of such separation to the same or similar office or position in the same department; and whenever any permanent office or position in the Classified Service is abolished or made unnecessary, the person or persons legally holding such office or position shall be deemed to be suspended without pay, and the names of such persons shall, on due notification from the appointing officer, be placed by the Commission on a special list, and for a period of two years from the date of the abolishment of such office or position the person who held the same shall be entitled to reinstatement in any office or position of the same or similar kind as that previously abolished, and the names of all such persons, when an office or position is to be filled of a character the same or similar to that previously held by them, shall be certified by the Commission to any appointing officer when such appointing officer shall make known to such Commission, in the manner designated in this act, the office or position to be filled. (Section 23.)

(1) The names of persons suspended without pay, and entitled to reinstatement in accordance with the provisions of Section 23, shall be placed on special lists in accordance with the duties performed by such persons in the positions from which suspension is made in the order of the dates of their original appointment to the classified service. Whenever a vacancy occurs in a position for which any special list is appropriate, certification shall be made therefrom, in accordance with the provisions of Rule VII, in preference to certification from any other list until such special list is exhausted.

RULE X.

TRANSFER.

(a) With the consent of the Commission, a person holding an office or position in the Classified Service may on his own request,

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be transferred to a similar office or position in another office, department or institution, but no transfer shall be made from an office or position in one class to an office or position in another class, nor shall a person be transferred to an office or position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to an office or position held by such person. (Section 23.)

(1) No transfer shall be made or recognized until the Commission has issued a certificate that the proposed transfer is in accordance with law and the provisions of these rules, and no transfer shall be made to a position which, in the opinion of the Commission, can be adequately filled by promotion.

(2) A person holding a position in the competitive class who did not enter the service by qualifying in an open competitive examination may be transferred to a similar position in the same group and grade, provided he has served continuously for at least three years in a position in the same group and three months in the same grade as that from which transfer is proposed. (Adopted October 6, 1908.)

RULE XI.

PROMOTION.

(a) Vacancies in positions in the Competitive Class shall be filled, so far as practicable, by promotions from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotions shall be based upon merit, to be ascertained by examinations to be provided by the Commission, and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority and experience. For the purposes of this section an increase in the salary, or other compensation of any person holding an office or position within the scope of the rules prescribed by the Commission, beyond the limit fixed for the grade in which such office or position is classified shall be deemed a promotion. No person shall be promoted to a position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving

essential tests or qualifications different from or higher than those required for original entrance to the position held by such person except as provided above. (Section 22.)

(1) A change in rank or grade shall constitute promotion. A material change in duties and responsibilities shall be deemed a change in rank and an increase in salary beyond the limits fixed for the grade by Clause 8 of this rule shall be deemed a change in grade.

(2) Vacancies in position in the competitive class above the lowest rank or grade shall, so far as practicable, be filled by promotion from among persons in the same department, office or institution, who have held positions for at least six months in the next lower rank or grade.

(3) Promotion shall be based on competitive mental examination, and the comparative efficiency, character, conduct, and seniority and experience in service of the candidates for promotion.

(4) The departments, offices and institutions subject to the provisions of the civil service law are hereby required to establish and maintain efficiency records for each employe holding a position in the competitive class, showing the quantity of work performed, the quality of work performed, aptitude and capacity of initiative, punctuality and attendance, and character and habits so far as they affect efficiency or trustworthiness. Such records shall also give a list of all fines and penalties imposed and all commendations bestowed. The Commission shall furnish blank efficiency records upon which the entries shall be made by the immediate chief of the employe to be rated. In the first week of January of each year the head of the department, office or institution shall certify and transmit to the Commission a transcript or summary of such records for the preceding year. An employe's record shall be open to his inspection under proper supervision.

(5) In order to be eligible to any promotion a person must have served continuously for the six months immediately preceding such promotion in a position in the next lower grade and in the same group, in the same office, department or institution

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ployed, and certifying that his conduct and capacity were "good," "fair" or "poor." In case he receives a rating of "good" for both conduct and capacity, he shall be registered on a preferred list for reinstatement, in the same or a similar position, and his name shall remain on such list for a period of two years. The order on such reinstatement list shall be determined by the date of discharge and notification to report for re-employment shall be given in that order. If rated as "poor" in either conduct or capacity he shall not be allowed to register again for a period of two years, except by special permission of the Commission, for reasons to be stated in its minutes. The reports on laborers shall be kept on file by Registrars of Labor, and shall be open at all times to public inspection. (Amended Nov. 24, 1908.)

(9) A person who has served with fidelity for one year in a position in the Labor Class may be transferred to any other position therein for which he is found to possess such qualifications as are required in the case of original appointment to such other position.

RULE XVI.

OFFICIAL ROSTER.

(a) It shall be the duty of each appointing officer to report to the Civil Service Commission forthwith upon the appointment or employment the name of such appointee or employe, the title and character of his office or employment, the date of commencement of service by virtue thereof, and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowledge of each case, any separation of a person from the service, or other change therein, and such other information as the Civil Service Commission may require, in order to keep the roster hereinafter mentioned. The Commission shall keep in its office an official roster of the classified civil service of this State, and of such municipalities thereof as may adopt the provisions of this act, and shall enter thereon the name of every person who has been appointed to, employed, promoted, reduced or reinstated in any position in such service. This roster shall be open to public inspection at all reasonable hours. The roster shall show, in connection with each name, the date of appointment, employment, promotion, reduction or reinstatement, and the compensation of the position, the title of the position, and

the nature of the duties thereof, and the date and cause of any termination of such office or employment. (Section 25.)

RULE XVII.

CERTIFICATION OF PAYROLLS.

(a) It shall be unlawful for the Comptroller or other fiscal officer of the State, or of any municipality thereof that may adopt the provisions of this act, to draw, sign or issue any warrant on the Treasurer or other disbursing officer of the State, or of any municipality thereof that may have adopted the provisions of this act, for the payment of any salary or compensation to any officer, clerk, employe, or other person in the Classified Service, unless an estimate, pay-roll or account for such salary or compensation, containing the names of every person to be paid, shall bear the certificate of the Civil Service Commission that the persons named in such estimate, pay-roll, or account have been appointed, employed, reinstated or promoted in pursuance of law and of the rules made in accordance with this act. Any officer, clerk, employe or person entitled to be certified by the said Commission to the Comptroller, or other fiscal officer or disbursing officer, as having been appointed or employed in pursuance of law and of the rules made in accordance with this act, who shall be refused such certificate, may maintain a proceeding by mandamus to compel such Commission to issue such certificate. Any sums paid contrary to the provisions of this section may be recovered from any officer or officers making such appointment in contravention of the provisions of law, or of the rules made in pursuance of law, or from any officer signing or countersigning, or authorizing the signing or countersigning of any warrant for the payment of the same, or from the sureties on the official bond of any of the said officers, in an action of debt in the Court of Common Pleas of any county within the State by a citizen resident therein who is assessed for and liable to pay, or within one year before the commencement of the action has paid, a State, city or county tax within the State. All moneys recovered in any action brought under this section shall, when collected, be paid into the treasury of the State, or of the proper municipality thereof, as the case may be, except that the plaintiff in any such action shall be entitled to receive, for his own use, the taxable costs of such action and five per centum of the amount recovered as attorney's fees. (Section 26.)

(1) Heads of departments, offices and institutions, or their authorized deputies, shall furnish the Commission pay-rolls containing the names of employes subject to the provisions of the civil service law at least five days before payment is to be made, and shall certify that the persons named therein are employed solely in the proper duties of the positions and employments indicated.

(2) For payments for irregular or occasional services, and for advances of salary to regular employes, the head of such a department, office or institution shall transmit to the Commission the original account or a special pay-roll or a request for advance payment, bearing his written approval, which approval shall be deemed to be a certificate of the facts required by the preceding section to be certified on the regular pay-rolls. Upon examination and certification by the Commission such account, pay-roll or request shall be forwarded to the Comptroller or other fiscal officer. (Adopted October 6, 1908.)

(3) The Commission, by resolution, may authorize one of its own members, or its Secretary, or one of its regular employes specially designated as Assistant Secretary, to attach the certificate of the Commission in accordance with the provisions of Section 26.

(4) Upon satisfactory evidence, that with intent to evade the provisions of law and of these rules, any person appointed to or employed in any position in the classified service has been assigned to perform duties other than those for which he was examined and certified, or under any title not appropriate to the duties to be performed, the Commission will refuse certification and remove his name from the official roster. (Adopted October 6, 1908.)

RULE XVIII.

GENERAL PROVISIONS.

(1) The violation of any of the provisions of the Civil Service Law or of these rules by any persons in the Civil Service of the State or of any municipality thereof, which shall have adopted

this act, shall be considered a good cause for the dismissal of such person from the service. (Adopted October 6, 1908.)

(2) No person in the Civil Service of the State, or of any municipality thereof, which shall have adopted this act, shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of, any person in such service, because of his political opinions or affiliations. (Adopted October 6, 1908.)

(3) No question in any examination, or form of application or other proceeding by, or under the Commission or its examiners, shall be so framed as to elicit information concerning, nor, any other attempt be made to ascertain the political opinions or affiliations of any applicant, competitor or eligible, and all disclosures thereof shall be discountenanced by the commission and its examiners, and no discrimination shall be exercised, threatened or promised against or in favor of any applicant, competitor or eligible, because of his political opinions or affiliations. (Adopted October 6, 1908.)

(4) No recommendation of an applicant, competitor or eligible involving any disclosure of his political opinions or affiliations shall be received, filed or considered by the Commission, by an examining board, or by any nominating or appointing officer. (Adopted October 6, 1908.)

(5) No appointment or selection to or removal from an office or employment within the scope of any rules established under the Civil Service Law shall be in any manner affected or influenced by any political opinions or affiliations. (Adopted October 6, 1908.)

RULE XIX.

ADMINISTRATIVE REGULATIONS.

(1) The Commission shall prescribe and enforce suitable regulations for carrying into effect the provisions of these rules, and for the guidance of its own action and that of its subordinates.

(2) The relative measurements required shall be as follows:

POLICE SCHEDULE.

<i>Height.</i>	<i>Minimum Weight.</i>	<i>Maximum Weight.</i>	<i>Minimum Circumference of Chest, Quiescent.</i>	<i>Minimum Mobility.</i>
5 ft. 7½ in.	145 lbs.	185 lbs.	35 in.	2½ in.
5 " 9 "	150 "	190 "	35½ "	2½ "
5 " 10 "	155 "	195 "	36 "	2½ "
5 " 11 "	160 "	205 "	37 "	2½ "
6 " "	165 "	210 "	37½ "	3 "
6 " 1 "	170 "	215 "	38 "	3 "
6 " 2 "	175 "	225 "	39 "	3 "
6 " 3 "	180 "	230 "	40 "	3 "
6 " 4 "	185 "	235 "	41 "	3½ "
6 " 5 "	190 "	245 "	42 "	3½ "

An increase not to exceed 20 pounds may be allowed in each maximum weight prescribed above; provided, however, that in each and every case where the increase is allowed the applicant must be muscular and vigorous and not obese, and his abdominal measurement, at rest, in normal position, over the umbilicus (tape line snug but not tight), must not exceed his chest measurement, at full expansion over the nipples, and also an applicant who may fully comply with the figures above as to height and weight may be rejected if general adiposis, or any tendency thereto, be a physical characteristic. Provided, that any variations from the prescribed schedule shall be determined by the medical examiner after a careful measurement of the chest and abdominal circumferences of the applicants and comparison of same with the height and weight as fixed by the schedule.

FIRE SCHEDULE.

<i>Height.</i>	<i>Minimum Weight.</i>	<i>Maximum Weight.</i>	<i>Minimum Circumference of Chest, Quiescent.</i>	<i>Minimum Mobility.</i>
5 ft. 6 in.	137 lbs.	177 lbs.	34 in.	2 in.
5 " 8 "	140 "	180 "	35 "	2½ "
5 " 9 "	145 "	185 "	35½ "	2½ "
5 " 10 "	150 "	190 "	36 "	2½ "
5 " 11 "	155 "	195 "	37 "	2½ "
6 " "	160 "	205 "	37½ "	3 "
6 " 1 "	165 "	210 "	38 "	3 "
6 " 2 "	170 "	220 "	39 "	3 "
6 " 3 "	175 "	225 "	40 "	3 "
6 " 4 "	180 "	230 "	41 "	3½ "
6 " 5 "	185 "	235 "	42 "	3½ "

APPENDIX V.

SCHEDULE OF EXAMINATIONS.

(177)



Examinations.

DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.	Passed.
909.					
	2d Newark,	Playground Custodian,	7	7
	6th Newark,	Court Interpreter,	4	1	3
	9th Trenton and Newark,	Prison Guards,	94	70	24
	13th Trenton, Newark and Bridgeton,	First-Class Fireman,	12	12
	13th Trenton, Newark and Bridgeton,	Second-Class Fireman,	4	1	3
	13th Trenton, Newark and Bridgeton,	Engineers,	7	6	1
	13th Newark,	Engineers (Overbrook),	24	20	4
	16th Trenton,	Sewing-Room Officer,	5	2	3
	23d Trenton,	Bookkeeper and Typewriter,...	3	3
	23d Trenton and Newark,	Storekeeper,	18	12	6
	6th Newark,	Head Nurse and Matron,	2	2
	6th Newark,	Supt. Public Bldg. and Works, ..	6	3	3
	8th Newark,	Janitor-Fireman,	4	2	2
	13th Newark,	Fireman and Engineers,	30	10	20
	13th Newark,	Clerk and Bookkeeper,	48	44	4
	13th Newark,	Clerks, First Grade,	73	60	13
	13th Newark,	Clerks, Second Grade,	12	11	1
	13th Newark,	Stenographer and Typewriter, ..	14	5	9
	13th Newark,	Patrol Drivers,	139	133	6
	15th Newark,	Visitors (Poor and Alms),	66	56	10
	15th Newark,	District Physician,	20	5	15
	19th Newark,	Inspectors—Streets and Highways,	72	56	16
r.	11th Newark and Trenton,	Document Clerk,	45	39	6
r.	12th Newark and Camden,	Night Watchman,	15	11	4
r.	12th Trenton,	Head Farmer,	5	5
r.	13th Trenton,	Assistant Matron,	5	3	2
il	2d Newark,	Arboriculturist,	2	1	1
il	2d Newark,	Butcher,	3	3
il	2d Newark,	Clerk and Assistant Searcher, ..	12	7	5
il	2d Newark,	Drug Clerk,	2	1	1
il	7th Newark and Trenton,	General Office Assistant (Geological Survey,	22	8	14
il	7th Newark and Trenton,	Typewriter Copyist and Pen Copyist,	33	12	21
il	8th Newark,	Assistant Chemist,	1	1
il	8th Trenton,	Kitchen Officer,	3	1	2
il	14th Jersey City,	Clerks with knowledge of book-keeping,	46	41	5
il	14th Jersey City,	Stenographer and Bookkeeper, ..	11	7	4
il	14th Jersey City,	Stenographic Clerk,	37	19	18
il	15th Jersey City,	Caulker,	22	1	21
il	15th Jersey City,	Inspectors Street Improve-ments,	33	21	12

180 REPORT OF CIVIL SERVICE COMMISSION.

DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.
1909.				
April 15th	Jersey City,	Paver,	4	...
April 15th	Jersey City, Newark and Trenton,	Steam Engineer,	21	12
April 15th	Jersey City, Newark and Trenton,	Steam and Electrical Engineer,	8	2
April 15th	Jersey City,	Fireman,	12	3
April 24th	Newark,	Inspectors—Board of Works,	29	14
April 24th	Newark,	Instructor in Bakery,	4	3
April 24th	Newark,	Paver—Street and Water Board,
April 24th	Newark,	Chauffeur and Mechanician,	15	7
May 3d	Bayonne,	Clerks,	2	1
May 3d	Bayonne,	Patrolman,	25	22
May 3d	Bayonne,	Inspectors (Public Works),	10	3
May 3d	Bayonne,	Fireman (Fire Department),	7	6
May 15th	Newark,	Head Cook,	2	...
May 15th	Newark,	Plumber,	16	3
May 15th	Newark,	Foreman in Laundry,	6	4
May 17th	Bayonne,	Detective Sergeants (Promotion examination),	2	...
May 17th	Bayonne,	Sergeants of Police (Promotion examination),	8	1
May 19th	Jersey City,	Attendants in Free Public Baths,	24	10
May 19th	Trenton,	Laundry Engineer,	2	1
May 26th	Newark and Trenton,	Supt. of Repairs and Construction,	17	4
May 26th	Newark and Trenton,	Assistant Supervisor of Roads,	18	5
May 26th	Newark and Trenton,	Clerks and Stenographer (Male),	14	9
May 29th	Newark,	Teacher (City Home, Verona),	2	1
June 2d	Newark,	Building Inspector (Dept. of Buildings),	15	11
June 2d	Newark,	Electrical Inspector (Dept. of Buildings),	13	5
June 2d	Newark,	Carpenter (Board of Works),	2	1
June 2d	Trenton,	Sanitary, Health and Plumbing Inspectors,	37	27
June 2d	Newark,	Elevator Man (City Hall),	13	10
June 2d	Newark,	Lieutenant to Captain (Promotion examination),	22	5
June 7th	Newark,	Electrician (Overbrook Hospital),	7	4
June 7th	Newark,	Surveyor and Clerk (Board of Assessment Commissioners),	5	1
June 8th	Trenton,	Judgment Clerk (Promotion examination),	1	1
June 10th	Jersey City,	General Library Assistant (Free Public Library),	11	9
June 17th	Newark and Trenton,	Stenographer and Office Assistant (Montclair Normal School),	18	13

REPORT OF CIVIL SERVICE COMMISSION. 181

DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.	Passed.
09.					
	17th Morristown,	Head Dairyman,	3	...	3
	25th Newark, Trenton and Camden,	Tenement House Inspector,	48	28	20
	25th Newark,	Physical Instructor and Relief Officer,	1	...	1
	15th Newark,	Helper, House Sewer Connection,	3	1	2
	15th Newark,	Supervisor of Operating-Room (Newark City Hospital),	1	...	1
	16th Newark,	Deputy Warden,	17	17	...
	5th Newark and Trenton,	Assistant to the Organizer (State Public Library),	9	3	6
	5th Newark and Trenton,	First Grade Male Stenographer and Clerks,	11	8	3
	5th Jersey City,	Assistant to Superintendent of Training School for Nurses (Jersey City Hospital),	1	...	1
	9th Bayonne,	Fireman,	20	18	2
	9th Bayonne,	Patrolman,	30	12	18
	11th Newark,	Ambulance Chauffeur (Essex Co. Isolation Hospital),	5	2	3
	2d Newark,	Teacher (Boys' Home, Verona),	2	2	...
	2d Newark,	Law Stenographer,	6	1	5
	2d Newark,	Drug Clerk (Essex Co. Penitentiary),	3	1	2
	20th Newark,	Deputy Warden (Essex Co. Penitentiary),	29	20	9
	23d Jersey City,	Park Keeper (Shade Tree Commission),	27	21	6
	23d Jersey City,	Scow Captain (Department of Health),	17	9	8
	30th Newark,	Watchman (Newark City Home),	35	26	9
	7th Newark, Trenton and Jersey City,	Drug and Food Inspector,	28	10	18
	7th Newark,	Bacteriologists,	2	1	1
	11th Newark,	Meat Inspector,	8	6	2
	11th Newark,	Veterinarians,	3	1	2
	14th Jersey City and Trenton,	Supervisor,	2	1	1
	14th Newark and Trenton,	Bank Examiner,	22	20	2
	14th Jersey City, Newark, Camden, Trenton,	Janitor,	27	17	10
	18th Newark,	Patrolman,	446	386	60
	21st Newark, Trenton, Jersey City, Camden,	Rodman,	38	16	22
	21st Newark, Trenton, Jersey City, Camden,	Draftsman,	5	3	2
	25th Newark,	Assistants Free Public Library,	16	14	2
	25th Newark, Trenton and Camden,	Physical Director (Rahway Reformatory),	7	4	3

182 REPORT OF CIVIL SERVICE COMMISSION.

DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.	Passed.
1909.					
Nov. 1st	Newark, Trenton and Camden,	Sanitary Inspector,	6	4	2
Nov. 1st	Newark, Trenton and Camden,	Vault Clerk,	8	5	3
Nov. 4th	Newark, Trenton, Camden, Jersey City,	Civil Engineer,	24	16	8
Nov. 8th	Morristown and Trenton,	Tailor,	5	*	*
Nov. 10th	Hoboken,	Machinists,	37	18	19
Nov. 11th	Bayonne,	Assistant Librarian,	6	4	2
Nov. 15th	Newark,	Head Plumber,	10	6	4
Nov. 18th	Newark,	Head Cook,	6	3	3
Nov. 18th	Trenton, Newark and Camden,	Captain-Engineer,	9	7	2
Nov. 22d	Newark and Camden,	Head Baker,	11	9	2
Nov. 22d	Newark,	Farmer,	3	2	1
Dec. 1st	Hoboken,	Foreman-Carpenter,	14	7	7
Dec. 1st	Hoboken,	Stationary Fireman,	11	7	4
Dec. 2d	Trenton, Newark and Camden,	Bookkeepers,	26	10	16
Dec. 8th	Trenton and Hoboken,	Electrician,	17	11	6
Dec. 9th	Trenton, Newark and Camden,	Fish and Game Warden,	63	*	*
Dec. 10th	Bayonne,	Assistant City Clerk,	3	...	3
Dec. 13th	Newark,	Fireman (Fire Department), ..	156	131	25
Dec. 16th	Trenton,	Water Analyst,	1	*	*
Dec. 16th	Trenton, Camden and Newark,	Inspector (Water Supplies), ...	6	4	2
Dec. 23d	Newark and Camden,	Creamery and Dairy Inspector,	24	19	5
Dec. 27th	Newark and Trenton,	Telephone Operator,	18	6	12
			2689	1700	989

* Examination papers not yet marked.

NOTE.—The discrepancy between these statistics and the figures given in the Report of the Commission is due to the fact that some examination papers were rated subsequent to the filing of the Report of the Commission.

SCHEDULE A.

CLASSIFIED POSITIONS IN THE EXEMPT CLASS.

(Rule II, Clause 2.)

No office or position shall be deemed to be in the Exempt Class unless it is specifically named in such class in the rules.

* * * Not more than one appointment shall be or under the title of any such office or position unless a different number is specifically mentioned in the rules. (Section 13.)

STATE SERVICE.

(Classified October 6, 1908.)

(Amended December 15, 1908, and December 14, 1909.)

ADJUTANT-GENERAL.

The Chief Clerk.

STATE BOARD OF ASSESSORS.

The Secretary.

ATTORNEY-GENERAL.

The Assistant Attorney-General

The General Legal Assistants.

STATE BOARD OF AGRICULTURE.

The Secretary.

BOARD OF AGRICULTURE (INSECT AND NURSERY INSPECTION.)

The Secretary.

STATE AGRICULTURAL EXPERIMENT STATION.

The Secretary and Treasurer.

(183)

(1) Heads of departments, offices and institutions, or their authorized deputies, shall furnish the Commission pay-rolls containing the names of employes subject to the provisions of the civil service law at least five days before payment is to be made, and shall certify that the persons named therein are employed solely in the proper duties of the positions and employments indicated.

(2) For payments for irregular or occasional services, and for advances of salary to regular employes, the head of such a department, office or institution shall transmit to the Commission the original account or a special pay-roll or a request for advance payment, bearing his written approval, which approval shall be deemed to be a certificate of the facts required by the preceding section to be certified on the regular pay-rolls. Upon examination and certification by the Commission such account, pay-roll or request shall be forwarded to the Comptroller or other fiscal officer. (Adopted October 6, 1908.)

(3) The Commission, by resolution, may authorize one of its own members, or its Secretary, or one of its regular employes specially designated as Assistant Secretary, to attach the certificate of the Commission in accordance with the provisions of Section 26.

(4) Upon satisfactory evidence, that with intent to evade the provisions of law and of these rules, any person appointed to or employed in any position in the classified service has been assigned to perform duties other than those for which he was examined and certified, or under any title not appropriate to the duties to be performed, the Commission will refuse certification and remove his name from the official roster. (Adopted October 6, 1908.)

RULE XVIII.

GENERAL PROVISIONS.

(1) The violation of any of the provisions of the Civil Service Law or of these rules by any persons in the Civil Service of the State or of any municipality thereof, which shall have adopted

this act, shall be considered a good cause for the dismissal of such person from the service. (Adopted October 6, 1908.)

(2) No person in the Civil Service of the State, or of any municipality thereof, which shall have adopted this act, shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of, any person in such service, because of his political opinions or affiliations. (Adopted October 6, 1908.)

(3) No question in any examination, or form of application or other proceeding by, or under the Commission or its examiners, shall be so framed as to elicit information concerning, nor any other attempt be made to ascertain the political opinions or affiliations of any applicant, competitor or eligible, and all disclosures thereof shall be discountenanced by the commission and its examiners, and no discrimination shall be exercised, threatened or promised against or in favor of any applicant, competitor or eligible, because of his political opinions or affiliations. (Adopted October 6, 1908.)

(4) No recommendation of an applicant, competitor or eligible involving any disclosure of his political opinions or affiliations shall be received, filed or considered by the Commission, by an examining board, or by any nominating or appointing officer. (Adopted October 6, 1908.)

(5) No appointment or selection to or removal from an office or employment within the scope of any rules established under the Civil Service Law shall be in any manner affected or influenced by any political opinions or affiliations. (Adopted October 6, 1908.)

RULE XIX.

ADMINISTRATIVE REGULATIONS.

(1) The Commission shall prescribe and enforce suitable regulations for carrying into effect the provisions of these rules, and for the guidance of its own action and that of its subordinates.

RULE XX.

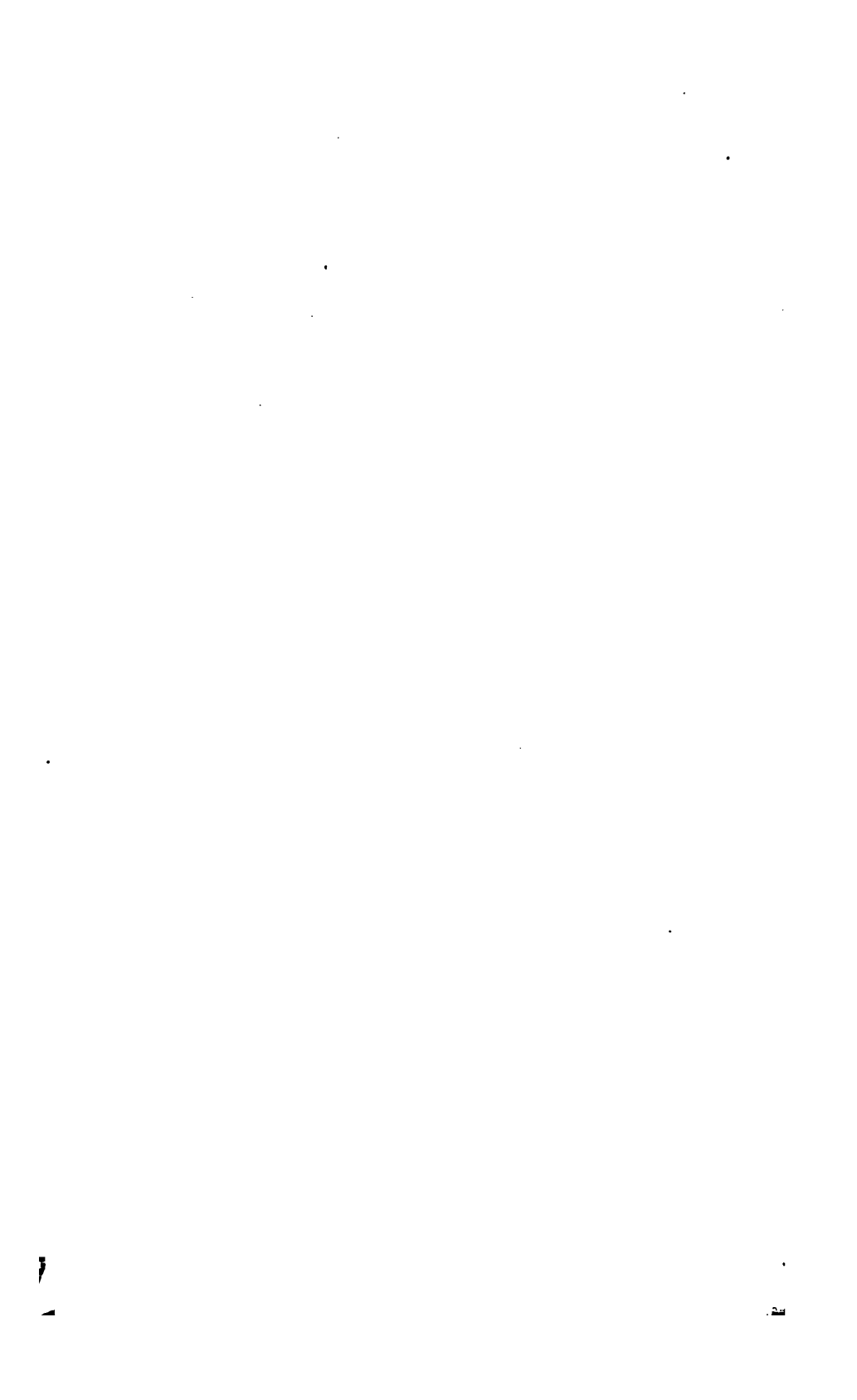
AMENDMENT OF RULES.

(1) After January 1, 1909, no amendment to these rules shall be adopted at the same meeting at which it is proposed, and no final action shall be taken on any amendment until after a public hearing of which the Commission shall give due notice in the manner prescribed by Rule II (a).

APPENDIX V.

SCHEDULE OF EXAMINATIONS.

(177)



Examinations.

DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.	Passed.
909.					
	2d Newark,	Playground Custodian,	7	7	...
	6th Newark,	Court Interpreter,	4	1	3
	9th Trenton and Newark,	Prison Guards,	94	70	24
	13th Trenton, Newark and Bridgeton,	First-Class Fireman,	12	...	12
	13th Trenton, Newark and Bridgeton,	Second-Class Fireman,	4	1	3
	13th Trenton, Newark and Bridgeton,	Engineers,	7	6	1
	13th Newark,	Engineers (Overbrook),	24	20	4
	16th Trenton,	Sewing-Room Officer,	5	2	3
	23d Trenton,	Bookkeeper and Typewriter,	3	...	3
	23d Trenton and Newark,	Storekeeper,	18	12	6
	6th Newark,	Head Nurse and Matron,	2	...	2
	6th Newark,	Supt. Public Bldg. and Works,	6	3	3
	8th Newark,	Janitor-Fireman,	4	2	2
	13th Newark,	Fireman and Engineers,	30	10	20
	13th Newark,	Clerk and Bookkeeper,	48	44	4
	13th Newark,	Clerks, First Grade,	73	60	13
	13th Newark,	Clerks, Second Grade,	12	11	1
	13th Newark,	Stenographer and Typewriter,	14	5	9
	13th Newark,	Patrol Drivers,	39	133	6
	15th Newark,	Visitors (Poor and Alms),	66	56	10
	15th Newark,	District Physician,	20	5	15
	19th Newark,	Inspectors—Streets and Highways,	72	56	16
r.	11th Newark and Trenton,	Document Clerk,	45	39	6
r.	12th Newark and Camden,	Night Watchman,	15	11	4
r.	12th Trenton,	Head Farmer,	5	5	...
r.	13th Trenton,	Assistant Matron,	5	3	2
ril	2d Newark,	Arboriculturist,	2	1	1
ril	2d Newark,	Butcher,	3	...	3
ril	2d Newark,	Clerk and Assistant Searcher,	12	7	5
ril	2d Newark,	Drug Clerk,	2	1	1
ril	7th Newark and Trenton,	General Office Assistant (Geological Survey),	22	8	14
ril	7th Newark and Trenton,	Typewriter Copyist and Pen Copyist,	33	12	21
ril	8th Newark,	Assistant Chemist,	1	...	1
ril	8th Trenton,	Kitchen Officer,	3	1	2
ril	14th Jersey City,	Clerks with knowledge of book-keeping,	46	41	5
ril	14th Jersey City,	Stenographer and Bookkeeper,	11	7	4
ril	14th Jersey City,	Stenographic Clerk,	37	19	18
ril	15th Jersey City,	Caulker,	22	1	21
ril	15th Jersey City,	Inspectors Street Improvements,	33	21	12

180 REPORT OF CIVIL SERVICE COMMISSION.

DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.
1909.				
April 15th	Jersey City,	Paver,	4	...
April 15th	Jersey City, Newark and Trenton,	Steam Engineer,	21	12
April 15th	Jersey City, Newark and Trenton,	Steam and Electrical Engineer,	8	2
April 15th	Jersey City,	Fireman,	12	3
April 24th	Newark,	Inspectors—Board of Works, ..	29	14
April 24th	Newark,	Instructor in Bakery,	4	3
April 24th	Newark,	Paver—Street and Water Board,
April 24th	Newark,	Chauffeur and Mechanician, ..	15	7
May 3d	Bayonne,	Clerks,	2	1
May 3d	Bayonne,	Patrolman,	25	22
May 3d	Bayonne,	Inspectors (Public Works), ..	10	3
May 3d	Bayonne,	Fireman (Fire Department), ..	7	6
May 15th	Newark,	Head Cook,	2	...
May 15th	Newark,	Plumber,	16	3
May 15th	Newark,	Foreman in Laundry,	6	4
May 17th	Bayonne,	Detective Sergeants (Promotion examination),	2	...
May 17th	Bayonne,	Sergeants of Police (Promotion examination),	8	...
May 19th	Jersey City,	Attendants in Free Public Baths,	24	10
May 19th	Trenton,	Laundry Engineer,	2	...
May 26th	Newark and Trenton, ..	Supt. of Repairs and Construction,	17	4
May 26th	Newark and Trenton, ..	Assistant Supervisor of Roads, ..	18	5
May 26th	Newark and Trenton, ..	Clerks and Stenographer (Male),	14	9
May 29th	Newark,	Teacher (City Home, Verona), ..	2	1
June 2d	Newark,	Building Inspector (Dept. of Buildings),	15	11
June 2d	Newark,	Electrical Inspector (Dept. of Buildings),	13	5
June 2d	Newark,	Carpenter (Board of Works), ..	2	1
June 2d	Trenton,	Sanitary, Health and Plumbing Inspectors,	37	27
June 2d	Newark,	Elevator Man (City Hall), ..	13	10
June 2d	Newark,	Lieutenant to Captain (Promotion examination),	22	5
June 7th	Newark,	Electrician (Overbrook Hospital),	7	4
June 7th	Newark,	Surveyor and Clerk (Board of Assessment Commissioners), ..	5	1
June 8th	Trenton,	Judgment Clerk (Promotion examination),	1	...
June 10th	Jersey City,	General Library Assistant (Free Public Library),	11	9
June 17th	Newark and Trenton, ..	Stenographer and Office Assistant (Montclair Normal School),	18	11

REPORT OF CIVIL SERVICE COMMISSION. 181

DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.	Passed.
909.					
17th	Morristown,	Head Dairyman,	3	...	3
25th	Newark, Trenton and Camden,	Tenement House Inspector, ...	48	28	20
25th	Newark,	Physical Instructor and Relief Officer,	1	..	1
15th	Newark,	Helper, House Sewer Connection,	3	1	2
15th	Newark,	Supervisor of Operating-Room (Newark City Hospital),....	1	..	1
16th	Newark,	Deputy Warden,	17	17	...
5th	Newark and Trenton,	Assistant to the Organizer (State Public Library),	9	3	6
5th	Newark and Trenton,	First Grade Male Stenographer and Clerks,	11	8	3
5th	Jersey City,	Assistant to Superintendent of Training School for Nurses (Jersey City Hospital),	1	..	1
9th	Bayonne,	Fireman,	20	18	2
9th	Bayonne,	Patrolman,	30	12	18
11th	Newark,	Ambulance Chauffeur (Essex Co. Isolation Hospital),	5	2	3
2d	Newark,	Teacher (Boys' Home, Verona),	2	2	...
2d	Newark,	Law Stenographer,	6	1	5
2d	Newark,	Drug Clerk (Essex Co. Penitentiary),	3	1	2
20th	Newark,	Deputy Warden (Essex Co. Penitentiary),	29	20	9
23d	Jersey City,	Park Keeper (Shade Tree Commission),	27	21	6
23d	Jersey City,	Scow Captain (Department of Health),	17	9	8
30th	Newark,	Watchman (Newark City Home),	35	26	9
7th	Newark, Trenton and Jersey City,	Drug and Food Inspector,....	28	10	18
7th	Newark,	Bacteriologists,	2	1	1
11th	Newark,	Meat Inspector,	8	6	2
11th	Newark,	Veterinarians,	3	1	2
14th	Jersey City and Trenton,	Supervisor,	2	1	1
14th	Newark and Trenton,	Bank Examiner,	22	20	2
14th	Jersey City, Newark, Camden, Trenton,	Janitor,	27	17	10
18th	Newark,	Patrolman,	446	386	60
21st	Newark, Trenton, Jersey City, Camden,	Rodman,	38	16	22
21st	Newark, Trenton, Jersey City, Camden,	Draftsman,	5	3	2
25th	Newark,	Assistants Free Public Library	16	14	2
25th	Newark, Trenton and Camden,	Physical Director (Rahway Reformatory),	7	4	3

182 REPORT OF CIVIL SERVICE COMMISSION.

DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.	Passed.
1909.					
Nov. 1st	Newark, Trenton and Camden,	Sanitary Inspector,	6	4	2
Nov. 1st	Newark, Trenton and Camden,	Vault Clerk,	8	5	3
Nov. 4th	Newark, Trenton, Camden, Jersey City,	Civil Engineer,	24	16	8
Nov. 8th	Morristown and Trenton,	Tailor,	5	*	*
Nov. 10th	Hoboken,	Machinists,	37	18	19
Nov. 11th	Bayonne,	Assistant Librarian,	6	4	2
Nov. 15th	Newark,	Head Plumber,	10	6	4
Nov. 18th	Newark,	Head Cook,	6	3	3
Nov. 18th	Trenton, Newark and Camden,	Captain-Engineer,	9	7	2
Nov. 22d	Newark and Camden,	Head Baker,	11	9	2
Nov. 22d	Newark,	Farmer,	3	2	1
Dec. 1st	Hoboken,	Foreman-Carpenter,	14	7	7
Dec. 1st	Hoboken,	Stationary Fireman,	11	7	4
Dec. 2d	Trenton, Newark and Camden,	Bookkeepers,	26	10	16
Dec. 8th	Trenton and Hoboken,	Electrician,	17	11	6
Dec. 9th	Trenton, Newark and Camden,	Fish and Game Warden,	63	*	*
Dec. 10th	Bayonne,	Assistant City Clerk,	3	...	3
Dec. 13th	Newark,	Fireman (Fire Department), ..	156	131	25
Dec. 16th	Trenton,	Water Analyst,	1	*	*
Dec. 16th	Trenton, Camden and Newark,	Inspector (Water Supplies), ..	6	4	2
Dec. 23d	Newark and Camden,	Creamery and Dairy Inspector, ..	24	19	5
Dec. 27th	Newark and Trenton,	Telephone Operator,	18	6	12
			2689	1790	899

* Examination papers not yet marked.

NOTE.—The discrepancy between these statistics and the figures given in the Report of the Commission is due to the fact that some examination papers were rated subsequent to the filing of the Report of the Commission.

SCHEDULE A.

CLASSIFIED POSITIONS IN THE EXEMPT CLASS.

(Rule II, Clause 2.)

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* * * Not more than one appointment shall be or under the title of any such office or position unless a different number is specifically mentioned in the rules. (Section 13.)

STATE SERVICE.

(Classified October 6, 1908.)

(Amended December 15, 1908, and December 14, 1909.)

ADJUTANT-GENERAL.

The Chief Clerk.

STATE BOARD OF ASSESSORS.

The Secretary.

ATTORNEY-GENERAL.

The Assistant Attorney-General

The General Legal Assistants.

STATE BOARD OF AGRICULTURE.

The Secretary.

BOARD OF AGRICULTURE (INSECT AND NURSERY INSPECTION.)

The Secretary.

STATE AGRICULTURAL EXPERIMENT STATION.

The Secretary and Treasurer.

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BANKING AND INSURANCE DEPARTMENT.

The Deputy Commissioner,
The Examiners of Banks and Trust Companies,
The Actuary and Special Examiner,
The Examiner of Insurance Companies (\$15.00 a day)

STATE HOME FOR BOYS.

The Chaplains,
The Physician.

INTERSTATE BRIDGE COMMISSION.

Secretary and Clerk.

COURT OF CHANCERY.

The Vice-Chancellors,
The Advisory Masters,
The Stenographers,
The Reporter,
The Sergeants-at-Arms.

CLERK IN CHANCERY.

The Chief Clerk.

CHARITIES AND CORRECTIONS.

The Assistant Commissioner.

STATE CIVIL SERVICE COMMISSION.

Chief Examiner and Secretary.

STATE COMPTROLLER.

The Deputy Comptroller.

SCHOOL FOR THE DEAF.

The Physician.

STATE BOARD OF EDUCATION.

The Secretary.

COMMISSION ON INDUSTRIAL EDUCATION.

The Secretary and Executive Officer.

STATE VILLAGE FOR EPILEPTICS.

The Physicians,

The Secretary,

The Secretary to the Superintendent.

COURT OF ERRORS AND APPEALS.

The Sergeants-at-Arms.

The Docket and Calendar Clerk.

EXECUTIVE DEPARTMENT.

The Assistant Secretary,

The Stenographer.

HOME FOR CARE AND TRAINING OF FEEBLE-MINDED WOMEN.

Assistant Physician,

The Treasurer.

FARNUM PREPARATORY SCHOOL.

The Treasurer.

BOARD OF FISH AND GAME COMMISSIONERS.

The Secretary.

STATE BOARD OF FORESTRY.

The Secretary and Forester,

The Stenographer.

STATE GEOLOGICAL SURVEY.

The Geologists,

The Paleontologists.

STATE HOME FOR GIRLS.

The Secretary.

The Physician,

The Treasurer.

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STATE BOARD OF HEALTH.

The Secretary.

NEW JERSEY STATE HOSPITAL AT MORRIS PLAINS.

The Secretary,

The Assistant Physicians.

STATE HOSPITAL AT TRENTON, N. J.

The Physicians,

The Secretary.

CONSTRUCTION OF INLAND WATERWAYS.

The Stenographer and Clerk.

DEPARTMENT OF LABOR.

The Assistant Commissioner.

PUBLIC LIBRARY COMMISSION.

The Secretary.

LIVE STOCK COMMISSION.

The Executive Officer and Secretary.

MANUAL TRAINING AND INDUSTRIAL SCHOOL FOR COLORED
YOUTH.

The Physician.

The Treasurer.

DEPARTMENT OF MOTOR VEHICLES.

The Commissioner.

STATE NORMAL SCHOOL AT TRENTON.

The Secretary,

The Treasurer.

STATE OYSTER COMMISSION, DELAWARE BAY.

The Superintendent and Secretary.

COURT OF PARDONS.

The Clerk of Court.

REPORT OF CIVIL SERVICE COMMISSION. 187

DEPARTMENT OF PRESERVATION OF RECORDS.

The Clerks.

NEW JERSEY STATE PRISON.

The Physician,
The Resident Physician,
The Moral Instructor.

DEPARTMENT OF PUBLIC INSTRUCTION.

The Assistant State Superintendent.

DEPARTMENT OF QUARTERMASTER-GENERAL.

The Deputy, or First Assistant,
The Clerk, Private Secretary and Stenographer.

DEPARTMENT OF QUARANTINE.

The Deputy Health Officer.

STATE BOARD OF RAILROAD COMMISSIONERS.

The Secretary.

NEW JERSEY REFORMATORY.

The Physician.

DEPARTMENT OF PUBLIC REPORTS.

The Secretary.

BOARD TO RE-APPRAISE RAILROADS AND CANALS.

Land Appraiser,
Draughtsmen,
Secretary,
Inventory R. R. Buildings,
Chainmen,
Rodman,
Assistant Engineer,
Helper to Assistant Engineer,
Stenographers,
Office Assistants,

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Telephone Operator and Stenographer,
Assistant Engineer, Department of Signals.
Land Inspectors,
Rodman and Assistant,
Assistant Chainmen,
Assistant Chainmen and Axeman,
Expert on Shop Machine Tools,
Assistant to Expert.

DEPARTMENT OF RIPARIAN RIGHTS.

The Secretary and Engineer.

DEPARTMENT OF SECRETARY OF STATE

The Assistant Secretary of State.

PASSAIC VALLEY SEWERAGE COMMISSION.

The Secretary,
The Treasurer.

NEW JERSEY HOME FOR DISABLED SOLDIERS.

The Chaplain,
The Surgeon.

NEW JERSEY HOME FOR DISABLED SOLDIERS, SAILORS OR
MARINES AND THEIR WIVES AND WIDOWS.

The Secretary,
The Surgeon,
The Treasurer.

COMMISSION FOR REVISION OF THE PUBLIC STATUTES.

The Secretary.

SUPREME COURT.

The Sergeants-at-Arms,
The Law Reporter.

CLERK OF SUPREME COURT.

The Deputy Clerk.

REPORT OF CIVIL SERVICE COMMISSION. 189

BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT FUND.

The Secretary.

BOARD OF TENEMENT-HOUSE SUPERVISION.

The Secretary.

DEPARTMENT OF STATE TREASURER.

The Deputy Treasurer.

STATE WATER-SUPPLY COMMISSION.

The Secretary.

SANATORIUM FOR TUBERCULOUS DISEASES.

The Assistant Chief Physicians,

The Medical Examiner,

The Assistant Medical Examiner,

Secretary and Treasurer.

COMMISSION ON TUBERCULOSIS IN ANIMALS.

The Secretary.

ESSEX COUNTY.

(Classified June 23, 1908.)

(Amended December 15, 1908, and December 14, 1909.)

COUNTY REGISTER'S OFFICE.

The Deputy Register.

SHERIFF'S OFFICE.

First Assistant Under Sheriff,

Private Secretary.

COUNTY CLERK'S OFFICE.

The Deputy County Clerk.

SURROGATE'S OFFICE.

The Deputy Surrogate.

COUNTY COURTS.

The Court Stenographer.

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COUNTY PROSECUTOR'S OFFICE.

The Clerk of the Grand Jury,
The Assistant County Prosecutors.
The Confidential Clerk of the Prosecutor.

BOARD OF TAXATION.

The Secretary of County Tax Board.

COUNTY BOARD OF ELECTION.

The Clerk of Board.

BOARD OF FREEHOLDERS.

The Clerk of Board.

PENITENTIARY.

The Physicians.

JAIL.

The Physician.

MAIN HOSPITAL.

The Physicians.

BRANCH HOSPITAL.

The Physicians.

ESSEX COUNTY HOSPITAL FOR CONTAGIOUS DISEASES.

The Superintendent,
Assistant Superintendent and Physician,
The Physicians.

CITY OF NEWARK.

(Classified September 29th, 1908.)

(Amended December 15th, 1908, and December 14th, 1909)

BOARD OF ASSESSMENT AND REVISION OF TAXES.

The Secretary of Board.

REPORT OF CIVIL SERVICE COMMISSION. 191

NEW CITY HALL COMMISSION.

The Secretary.

FIRE DEPARTMENT.

The Secretary.

BOARD OF HEALTH.

The Health Officer and Secretary,
Free Public Library,
Head of School Department.

POLICE DEPARTMENT.

The Clerk and Secretary.

PLAYGROUND COMMISSION.

The Secretary.

POOR AND ALMS.

The Assistant Overseer of the Poor.

SINKING FUND COMMISSION.

The Secretary.

SHADE TREE COMMISSION.

The Secretary.

BOARD OF STREET AND WATER COMMISSIONERS.

EXECUTIVE DEPARTMENT.

The Clerk of Board.

CITY OF BAYONNE.

(Classified December 15, 1908.)

(Amended December 14, 1909.)

FIRE DEPARTMENT.

The Secretary.

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DEPARTMENT OF HEALTH.

The Secretary.

PUBLIC LIBRARY.

The Secretary of Board of Trustees.

POLICE DEPARTMENT.

The Secretary.

PARK COMMISSION.

The Secretary.

SINKING FUND COMMISSION.

The Secretary.

CITY OF JERSEY CITY.

(Classified January 12, 1909.)

(Amended December 14, 1909.)

CITY HALL COMMISSION.

The Clerk.

CITY CLERK.

The Assistant to City Clerk.

CITY COLLECTOR.

The Deputy City Collector.

CITY COMPTROLLER.

The Deputy Comptroller.

BOARD OF FINANCE.

The Clerk.

FIRE DEPARTMENT.

The Clerk.

REPORT OF CIVIL SERVICE COMMISSION. 193

LAW DEPARTMENT.

The Assistant Corporation Attorney.
Assistant Attorney.

OVERSEER OF THE POOR.

The Assistant to the Overseer of the Poor.

POLICE DEPARTMENT.

The Clerk.

SHADE TREE COMMISSION.

The Secretary.

SINKING FUND COMMISSION.

The Clerk.

BOARD OF STREET AND WATER COMMISSIONERS.

The Clerk.

BOARD OF TAX COMMISSIONERS.

The Chief Clerk.

CITY TREASURER.

The Deputy Treasurer.

CITY OF NEW BRUNSWICK.

(Classified March 9th, 1909.)

COMMISSION OF ADJUSTMENT.

The Clerk.

EXCISE COMMISSION.

The Clerk.

SCHEDULE B.

CLASSIFIED POSITIONS IN THE NON-COMPETITIVE CLASS. **(Rule XIV, Clause 1.)**

STATE SERVICE.

(Classified October 6, 1908.)

(Amended December 15, 1908, and December 14, 1909.)

AGRICULTURAL EXPERIMENT STATION :

The night watchman ; the office boy.

SHORT COURSES IN AGRICULTURE :

The grounds assistant ; the herdsman.

STATE AGRICULTURAL COLLEGE (DEPARTMENT OF CLAY WORK- INGS AND CERAMICS) :

Janitors ; assistant janitor.

STATE HOME FOR BOYS :

The coachman ; the laundress ; the tailoress ; the assistant
tailoress ; the matrons ; the assistant matron.

BURIAL OF DEAD BODIES THROWN UPON THE SHORES OF THE STATE BY SHIPWRECK :

The custodians.

1ST TROOP CAVALRY, N. G. N. J. :

The groom.

STATE CIVIL SERVICE COMMISSION :

The registrars of labor.

SCHOOL FOR THE DEAF :

The cooks ; the laundresses ; the nurse ; the waitress ; the
maids.

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STATE BOARD OF EDUCATION :

The appointive member of the Board of Examiners.

STATE VILLAGE FOR EPILEPTICS :

The seamstress; the assistant seamstress; the attendants; the cooks; the housekeepers; the repairman; the laundress; the assistant laundresses; the waitress and chambermaid; the butcher; the upholsterer and repairman; the gardener; the assistant gardener; the driver; the handyman; the dairyman; the foreman; the deliveryman; the civil engineer; the carpenters; the helper to carpenter; the masons; the helpers to masons; the painters; the farmhands; the corn huskers; cleaning closets; the fence builder; the cook and housekeeper; the farmer and dairyman.

HOME FOR THE CARE AND TRAINING OF FEEBLE-MINDED WOMEN :

The chambermaid and waitress; the head cook; the assistant cook; the night watch and nurse; the hospital day nurse; the epileptic day nurse; the dressmaker and attendant; the mending room and attendant; the assistant farmer; the mattress maker and attendant; the laundresses; the attendant.

STATE BOARD OF FORESTRY :

The wardens.

STATE HOME FOR GIRLS :

The dressmaker; the assistant dressmaker; the farmer; the graders; the coachman; the gardener; the laundresses; the bookkeeper.

NEW JERSEY STATE HOSPITAL AT MORRIS PLAINS :

The assistant bakers; the dressmakers; the ironers; the clothes wringer; the washers; the mangling clothes; the starcher; the assorting of clothes; the charge of working patients' mending room; the woman in mending room; the men in charge of distributing and assorting clothes; the assistant chef; the dish and pan washers; the general

kitchen help; the cooks; the assistant cooks; the food man; the carver; the men in charge of vegetable room; the men in charge of dining room; the coachman; the coachman's helper; the dairymen; the assistant butcher; the helpers in sewage disposal plant; the gardener; the men in charge of working patients in garden; the florist's helpers; the man in charge of working patients doing grading, ditching, etc.; the man in charge of working patients on grounds; the man in charge of working patients on railroad; the foreman of railroad tracks; the helper of railroad tracks; the man in charge of working patients handling freight, etc.; the man attending to telephone; the carver; the man in charge of vegetable room; the helper in hennery; the kitchen help; the attendants; the nurses; the barber; the assistant barbers; the waitresses; the chambermaids; the waitresses and chambermaids; the ushers; the helpers in mechanical department; the painter's helper; the carpenter's helper; the mason's helper; the man in charge of milk room; the laundry helpers; the man in charge of steam boilers in annex building; the night watchman; the cable car conductor; the night telephone operator; the farm hands; the dynamo tender; the utility man; the special day patrol; the charge of Nurses' Home; the assistant tailor; the upholstering department; the caring for lamps in painter's department; the gas man; the laundry engineer; the messenger in store-room; the plumber's helper; the assistant to dietitian; the helper on garbage wagon.

TATE HOSPITAL AT TRENTON, N. J.:

The copyist (\$30); the laundryman, the drivers, the laundry assistant; the ironers; the coal passers; the mason's helper; the seamstresses; the attendants; the nurses; the ushers; the upholsterers; the dairymen; the cooks; the domestics; the farmhands; the gardenhands; the coachmen; the night cook; the assistant cook; the assistant baker; butchers; assistant machinist; blacksmith; one stenographer (\$30); the superintendent of laundry; the

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janitresses; the assistant dairyman; the ice puller; the utility men; the plumber's helper; the laboratory assistants; the assistant supervisor; the nurse in charge laboratory technician.

4TH REGIMENT INFANTRY, N. G. N. J.:

The target markers.

CONSTRUCTION OF INLAND WATERWAYS:

The gauge-readers; the motor vehicles-agents (fees).

SECOND BATTALION NAVAL RESERVE:

The shipkeepers.

STATE NORMAL SCHOOL AT TRENTON:

The watchman; the janitor's help; the office boy; the nurse; the assistant matron; the receiver; the cooks; the assistant cooks; the waiters; the waitresses; the person in charge of pantry; the porters; the chambermaids; the laundry help; the assistant baker; the scrubber; the sweepers.

STATE OYSTER COMMISSION, ATLANTIC COUNTY:

The guards.

STATE OYSTER COMMISSION, DELAWARE BAY:

The steward; the inspector; the captains of guard boat; the watchmen.

STATE OYSTER COMMISSION, DISTRICT OCEAN COUNTY:

The watchmen.

NEW JERSEY STATE PRISON:

The coachman; the teamster; the gardener.

DEPARTMENT OF PUBLIC INSTRUCTION:

The register examiners.

DEPARTMENT OF PUBLIC ROADS:

The road supervisors.

MANUAL TRAINING AND INDUSTRIAL SCHOOL FOR COLORED YOUTHS:

The laundresses.

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DEPARTMENT OF QUARTERMASTER-GENERAL:

The man in care of clothes in arsenal.

NEW JERSEY REFORMATORY:

The teamsters; the barn men; the driver.

THE SUMMER SCHOOL:

Assistants.

ANATORIUM FOR TUBERCULOUS DISEASES:

The janitor; the nurses; the assistant nurses; the attendants; the painter; the laundresses; the assistant chefs; the kitchen help; the orderlies; the maids and waitresses; the teamsters; the dishwashers; the storekeepers.

NEW JERSEY HOME FOR DISABLED SOLDIERS:

The baker; the nurses; the stableman; the cook.

NEW JERSEY HOME FOR DISABLED SOLDIERS, SAILORS OR MARINES, AND THEIR WIVES AND WIDOWS:

The nurses; the assistant nurses; the laundress; the cooks; the waiters; the kitchen maids; the hostler; the women in charge of linen-room; the chambermaid; the elevator conductor; the poultry man; the messenger; the helpers; the gardener; the general workman.

STATE WATER SUPPLY COMMISSION:

The gauge station keepers.

ESSEX COUNTY.

(Classified June 23, 1908.)

(Amended December 15, 1908, and December 14, 1909.)

ESSEX COUNTY HOSPITAL FOR THE INSANE:

The attendants; the work attendants; the nurses; the seamstresses; the laundresses; the waitresses; the assistant cooks; the kitchen messengers; the telephone operators; the cooks; the maid; the plumber's helper; the fire patrols; the caretaker of filter-beds.

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ESSEX COUNTY ISOLATION HOSPITAL:

The ambulance drivers; the orderlies; the stablemen; the disinfecting man; the nurses; the seamstresses; the laundresses; the waitresses; the ward maids; the assistant cooks; the kitchen helpers; the coal passers.

CITY OF NEWARK.

(Classified September 29, 1908.)

(Amended December 15, 1908, and December 14, 1909.)

PUBLIC BAND CONCERTS:

The supervisor.

CAMP NEWARK:

The matron; the visitors; the waitress; the cleaner; the cook; the assistant cooks; the laundress; the watchman; the waiter.

CITY HOME:

The cook.

CITY CLERK:

The page.

FIRE DEPARTMENT:

The stableman; the filing clerk and office messenger.

PUBLIC HEALTH (SANITARY DEPARTMENT):

The inspector nurses.

PUBLIC HEALTH (NEWARK CITY HOSPITAL):

The ambulance drivers; the door boy; the morgue attendant; the cooks; the food porter; the kitchen helpers; the dishwasher; the waitresses; the seamstresses; the laundresses; the porters; the laundryman's helper; the orderlies; the ward maids; the nurses; the office boys; the porters; the assistant fireman; the elevator runners.

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PUBLIC HEALTH (TUBERCULOSIS SANATORIUM) :

The assistant nurse; the cooks; the laundresses; the maids;
the orderly; the waitresses; the kitchen maid; the helpers;
the nurse.

LAW DEPARTMENT :

Messenger.

FREE PUBLIC LIBRARY :

The messengers (salary less than \$300).

POLICE DEPARTMENT :

The assistant matron.

PLAYGROUND COMMISSION :

The helpers; the watchmen.

POOR AND ALMS :

The driver; the superintendent of city cemetery.

SHADE TREE COMMISSION :

The office boy.

BOARD OF STREET AND WATER COMMISSIONERS, WATER DEPARTMENT :

The messenger; the flushers; the rammers; the stablemen;
the utility man; the caretaker.

BOARD OF STREET AND WATER COMMISSIONERS, GENERAL SUPERINTENDENT'S OFFICE :

The keeper stone yard; the utility men; the gate tender; the
detail assistant superintendent's office; the rammers.

SEWERAGE AND DRAINAGE (HOUSE CONNECTIONS) :

The utility man.

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CITY OF BAYONNE.

(Classified December 15th, 1908.)

(Amended December 14th, 1909.)

POLICE DEPARTMENT:

The assistants to janitor.

WATER DEPARTMENT:

The meter helper; the man in charge of meter wagon; the helpers.

CITY OF JERSEY CITY.

(Classified January 12th, 1909.)

(Amended December 14th, 1909.)

PUBLIC BAND CONCERTS:

The supervisor.

CITY HALL COMMISSION:

The laundresses.

BOARD OF HEALTH:

The seamstresses; the cooks; the fireman (salary, \$216); the telephone operator (salary, \$120); the general utility men; the nurses; the pupil nurses; the orderlies; the janitor (salary, \$300); the laundresses; the waitresses; the kitchen man; the assistant cooks.

POLICE DEPARTMENT:

The janitresses.

OVERSEER OF THE POOR:

Janitrix.

BOARD OF STREET AND WATER COMMISSIONERS—SUPPLY AND DISTRIBUTION OF WATER (LAYING AND REPAIRING WATER PIPES).

The rammers; the rockman; the custodian of the reservoir; the night watchman.

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BOARD OF STREET AND WATER COMMISSIONERS—PAVING AND
REPAIR OF STREETS:

The rammers.

FREE PUBLIC LIBRARY:

The driver.

CITY OF NEW BRUNSWICK.

(Classified March 9th, 1909.)

COMMISSION OF ADJUSTMENT:

The janitor.

DISTRICT COURT:

The janitor.

FREE PUBLIC LIBRARY:

The assistants in library.

RECORDER'S COURT:

The janitor.

CITY TREASURER:

The janitor.

SCHEDULE C.

CLASSIFIED POSITIONS IN THE LABOR CLASS.

(Rule XV, Clause 1.)

STATE SERVICE.

(Classified October 6th, 1908.)

(Amended December 15th, 1908, and December 14th, 1909.)

AGRICULTURAL EXPERIMENT STATION :

The laborers.

SHORT COURSES IN AGRICULTURE :

The laborer on farm.

STATE HOME FOR BOYS :

The laborer ; the farm hand.

SCHOOL FOR THE DEAF :

The cleaners.

HOME FOR THE CARE AND TRAINING OF FEEBLE-MINDED WOMEN :

The laborers.

STATE GEOLOGICAL SURVEY :

The janitor (\$10 per month).

STATE HOME FOR GIRLS :

The laborers and teamsters.

NEW JERSEY STATE HOSPITAL AT MORRIS PLAINS :

The men in care of cows ; the stableman ; the farm laborers ; the drivers ; the laborers ; the man in charge of pigs ; grading.

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FIRST REGIMENT INFANTRY, N. G. N. J.:

The charwoman.

FOURTH REGIMENT INFANTRY, N. G. N. J.:

The charwoman.

MANUAL TRAINING AND INDUSTRIAL SCHOOL FOR COLORED YOUTHS:

The farm hand.

MONTCLAIR STATE NORMAL SCHOOL:

The laborers.

DEPARTMENT OF QUARTERMASTER-GENERAL:

The laborers; the teamsters.

NEW JERSEY HOME FOR DISABLED SOLDIERS:

The teamster; the charwoman.

STATE HOUSE COMMISSION:

The laborers.

ESSEX COUNTY.

(Classified June 23d, 1908.)

(Amended December 15th, 1908, and December 14th, 1909.)

COURT HOUSE:

The charwoman.

BRIDGES AND PLANK ROAD:

The laborers.

COUNTY ROADS:

The laborers; the stone spreaders; the drivers; the teamsters; the watchman of roads.

ESSEX COUNTY HOSPITAL FOR THE INSANE:

The farm hands; truckmen; laborers.

ESSEX COUNTY ISOLATION HOSPITAL:

The scrub women; stableman (salary \$300); laborers.

CITY OF NEWARK.

(Classified September 29th, 1908.)

(Amended December 15th, 1908, and December 14th, 1909.)

CITY CLERK:

The cleaner.

PUBLIC HEALTH (NEWARK CITY HOSPITAL):

The cleaners; the floor polishers.

PUBLIC HEALTH (MOSQUITO DEPARTMENT):

The ditcher.

PUBLIC HEALTH (SANITARY DEPARTMENT):

The laborers.

PUBLIC MARKETS:

The market sweepers.

SUBORDINATE HELP, CITY HALL:

The cuspidore cleaners; the cleaners.

SHADE TREE COMMISSION:

The laborers.

BOARD OF STREET AND WATER COMMISSIONERS, WATER DEPARTMENT:

The laborers; the teamsters; the drivers.

SEWERS AND DRAINAGE, ENGINEERING DEPARTMENT:

The laborers.

GENERAL SUPERINTENDENT'S OFFICE:

The stablemen; the watchmen; the laborers; the teamsters;
the drivers of singles; the driver's helpers; the shovelers.

SEWERS AND DRAINAGE, HOUSE CONNECTIONS:

Laborers; toolmen; stablemen; drivers; watchmen.

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CITY OF BAYONNE.

(Classified December 15th, 1908.)

(Amended December 14th, 1909.)

PARK COMMISSION :

The laborers.

STREETS AND GARBAGE :

The drivers ; the laborers ; the laborer and foreman.

WATER DEPARTMENT (REPAIR AND MAINTENANCE) :

The helpers and laborers.

CITY OF JERSEY CITY.

(Classified January 12th, 1909.)

(Amended December 14th, 1909.)

CITY HALL COMMISSION :

The cleaners.

BOARD OF HEALTH (SANITARY) :

The laborers and driver.

BOARD OF HEALTH (HOSPITALS) :

The cleaners.

SHADE TREE COMMISSION :

The laborers.

BOARD OF STREET AND WATER COMMISSIONERS—REPAIRS AND
CONSTRUCTION OF SEWER :

The sewerman ; the laborers.

BOARD OF STREET AND WATER COMMISSIONERS—SUPPLY AND
DISTRIBUTION OF WATER (LAYING AND REPAIRING WATER
PIPES) :

The drivers ; the laborers.

BOARD OF STREET AND WATER COMMISSIONERS—SUPPLY AND
DISTRIBUTION OF WATER (METER DEPARTMENT):

The laborers.

BOARD OF STREET AND WATER COMMISSIONERS—PAVING AND
REPAIR OF STREETS:

The drivers; the laborers.

FREE PUBLIC LIBRARY:

The charwoman.

BOARD OF STREET AND WATER COMMISSIONERS—SUPPLY AND
DISTRIBUTION OF WATER (BELLEVILLE PUMPING STATION).
(FOR HIGH SERVICE PUMPING STATION.)

The general workmen.

BOARD OF STREET AND WATER COMMISSIONERS—SUPPLY AND
DISTRIBUTION OF WATER (MISCELLANEOUS):

The stablemen (salary, \$65 per month).

BOARD OF STREET AND WATER COMMISSIONERS—DEPARTMENT
OF STREET CLEANING:

The drivers; the stablemen; the laborers; the keeper of records; the keeper of tools; the inspectors of loads.

CITY OF NEW BRUNSWICK.

(Classified March 9th, 1909.)

STREET DEPARTMENT:

The stablemen; the driver and paver; the laborers; the paver's helper; the cleaner.

WATER DEPARTMENT:

The teamster and laborers.

GENERAL REGULATIONS.

REGULATION I—THE PRESIDENT.

The President, subject to the direction of the Commission, shall have such general authority and responsibility in the administration of the law, rules and regulations, as shall not be inconsistent with the powers reserved to the Commission or vested in some other officer.

REGULATION 2—THE CHIEF EXAMINER AND SECRETARY.

The Chief Examiner, subject to the direction of the Commission, shall have charge of all matters pertaining to examinations, and in connection therewith he shall:

- (1) Prepare blank forms for application for examination.
- (2) Receive applications for competitive examination and determine all questions relating to eligibility of candidates.
- (3) Advertise and issue authority to hold all examinations, and supervise the preparation of questions and other preliminary arrangements for such examinations, and, so far as practicable, attend them.
- (4) Grant authority to candidates to enter examinations.
- (5) Prepare, after consultation with appointing officers concerned, schemes of examination, including age limits and other preliminary requirements for candidates.
- (6) Assign and direct the work of examiners and take care to secure accuracy, uniformity and justice in their proceedings, and such proceedings and all papers pertaining thereto shall at all times be open to him. Whenever the qualifications for a position are of professional, scientific, technical or expert character, the Chief Examiner may obtain such advice and assistance from competent and trustworthy sources as may be expedient and available. In case a vacancy occurs in any position of examiner during a recess of the Commission, the Chief Examiner may,

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when necessary, select a person to fill such vacancy temporarily, pending a permanent selection by the Commission.

7. Notify candidates of the results of their examinations and report the names of successful competitors to the Secretary for enrollment upon the proper register of eligibles.

8. He shall take care that the rules and regulations regarding examinations are complied with, and bring any case of their infraction to the attention of the Commission. He shall also from time to time inspect the proceedings and papers connected with the examinations for the service of cities, and make investigations into complaints regarding such examinations, and make report of such inspections and investigations to the Commission.

9. He shall perform such other appropriate duties as may be specified in these regulations or assigned to him by the Commission.

The Secretary shall, subject to the direction of the Commission:

(1) Keep the minutes of the proceedings of the Commission and have charge of the books, records, papers, official seal and other property in its office.

(2) Prepare from the reports of the Chief Examiner, and keep in proper order eligible lists of candidates who successfully pass competitive examinations.

(3) Make certification to appointing officers, upon their requisition, of those eligible to appointment or employment.

(4) Keep the official roster and have charge of the certifications of pay-rolls and estimates for payment of compensation.

(5) Have charge of the accounts of the salaries and expenses of the Commission and its subordinates, conduct its correspondence and perform such other appropriate duties as it may assign him.

REGULATION 3—ORDER OF BUSINESS.

The order of business at regular meetings of the Commission shall be as follows:

- I. Calling to Order.
- II. Reading and Approval of Minutes.
- III. Reports of Standing Committees.
- IV. Reports of Special Committees.
- V. Report of Secretary.
- VI. Report of Examiner.
- VII. Unfinished Business.
- VIII. Miscellaneous New Business.
- IX. Appointments of Special Committees.
- X. Approval of Requisitions and Bills.

REGULATION 4—INTERPRETATION OF TERMS.

For purposes of classification the term "head of a department" shall be interpreted as meaning an official who exercises initiative or original, independent and exclusive executive authority over a distinct, separate and independent branch of the general government of the State or municipality, subject only to constitutional or statutory prescription and to the general direction of the general government of the State or municipality; or who, under his commission, warrant or certificate of appointment, is invested with independent, initiative and administrative powers as to the general direction of the affairs pertaining to his office.

(Adopted January 19th, 1909.)

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The Civil Service Law.

An Act regulating the employment, tenure and discharge of certain officers and employes of this State, and of the various counties and municipalities thereof, and providing for a civil service commission, and defining its powers and duties.

WHEREAS, it was the opinion of the Conference Committee appointed by the two houses of the Legislature to consider the so-called Civil Service bill that a Civil Service Commission should be non-partisan; now, therefore:

Preamble.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*:

1. After the expiration of six months from the time of the approval of this act appointments to and promotions in the civil service of this State, and after the expiration of forty-five days from the time of its adoption by any municipality of this State as hereinafter provided, appointments to and promotions in the civil service of such municipality, shall be made only according to merit and fitness, to be ascertained, as far as practicable, by examinations, which as far as practicable shall be competitive; and after the expiration of said six months, or forty-five days, as the case may be, no person shall be appointed, transferred, reinstated, promoted, reduced or dismissed as an officer, clerk, employe or laborer in the civil service under the government of this State, or such municipality thereof as shall adopt the provisions of this act as hereinafter provided, in any manner or by any means other than those prescribed in this act.

When effective in State and municipalities.

Appointed for merit and fitness.

All appointments, transfers, etc., subject to act.

2. All officers, clerks and employes now in the employ of the State or any municipality adopting this act, coming within the competitive or non-competitive class of the civil service, shall continue to hold their offices or employments, and shall not be removed therefrom ex-

Continuance of present officers and employes.

cept in accordance with the provisions of section twenty-four hereof, it being the intention hereby to include any and all such officers, clerks, employes and laborers within the classified service of the State or municipality, as the case may be, and to be subject in all respects to the provisions of this act.

Civil service
commissioners
appointed by
governor.

3. The Governor shall, by and with the advice and consent of the Senate, appoint four persons to be civil service commissioners under this act, all of whom must be residents of the State of New Jersey, and at the time of such appointment shall designate one of said commissioners to hold office for the term of one year, one for the term of two years, one for the term of three years and one for the term of four years, beginning from the date of the approval of this act; and thereafter at the expiration of such period of one year the Governor of this State shall, by and with the advice and consent of the Senate, appoint one person as the successor of the commissioner whose term shall have expired, to serve for a term of four years, and until his successor shall have been appointed and qualified. No commissioner shall hold any other office of profit under the government of this State or of the United States. Three members of said commission shall constitute a quorum for the transaction of business. Any vacancy in such commission shall be filled by appointment by the Governor for the remainder of the term, subject to confirmation by the Senate, but any appointment shall be in force until acted upon by the Senate.

Terms.

Quorum.

Vacancies.

Governor
may remove
commissioner
for cause.

4. The Governor may remove any Commissioner for inefficiency, neglect of duty or misconduct in office, having first given to such Commissioner a copy of the charges against him and an opportunity of being publicly heard in person or by counsel, upon not less than ten days' notice in writing, and a statement of the findings of the Governor and the reasons for his action shall be filed by the Governor with the Secretary of State.

Salaries and
expenses.

5. Each commissioner shall receive a salary of two thousand dollars per annum, payable monthly, out of the treasury of this State, on the warrant of the Comptroller. The person selected under the provisions of this act to act as president of said commission shall receive an additional salary of five hundred dollars per annum. In addition each commissioner shall be entitled

to be paid out of the treasury of this State, on the warrant of the Comptroller, such sums as shall be incurred for necessary traveling and other expenses; but no money shall be paid out of the treasury for any such purpose except on bills presented to the Treasurer, duly verified by the oath of the person presenting the claim.

6. The commission created by this act shall select from among its members a president, and appoint a chief examiner and a secretary, who must be residents of the State of New Jersey. This commission shall not, however, expend for salaries and expenses in any one year a greater sum than twenty-five thousand dollars, nor any sum in excess of the amount appropriated by the Legislature in the annual appropriations act.

7. The secretary shall receive a salary of two thousand dollars a year and the chief examiner a salary of three thousand dollars a year, to be paid in equal monthly payments out of the treasury of the State on the warrant of the Comptroller. The commission may also appoint such other clerical and necessary assistants as may be necessary to carry out the provisions of this act, and fix their compensation, which shall be paid out of the treasury of the State on the warrant of the Comptroller. The secretary, chief examiner, clerks and assistants shall, in addition to their salaries, receive such necessary traveling and other expenses incurred under the provisions of this act as shall be approved by the commission, which shall be paid out of the treasury of the State on the warrant of the Comptroller; but no money shall be paid out by the treasury for any purpose except on bills presented to the Treasurer duly verified by the oath of the person presenting the claim. Should any commissioner be removed from office, or any employe of said commission be discharged, such commissioner or employe shall only be entitled to receive his compensation up to the date of such removal or discharge.

8. The commission shall also have the power:

First. To prescribe, amend and enforce rules and regulations for carrying into effect the provisions of this act.

Second. To keep minutes of its own proceedings and records of its examinations and other official actions. All recommendations of applicants for office

Organisation.

Limit expenditures.

Salary of secretary and examiner.

Assistants.

Expenses of.

Powers of commission.
To make rules.

To keep records and applications.

and causes of removal received by the commission shall be filed, and all such records (except recommendations of former employers), shall be open to public inspection under reasonable regulations.

To investigate
matters per-
taining to act.

Third. To make investigations, either sitting as a body or through a single commissioner, concerning all matters touching the enforcement and effect of this act, and the rules and regulations prescribed thereunder, and concerning the action of any examiner or subordinate of the commission and any person in the paid employ of this State or any municipality that may hereafter adopt the provisions of this act, in respect to the execution of this act, and in the course of such investigations each commissioner and the chief examiner shall have power to administer oaths and affirmations and to take testimony.

To summon
persons and
papers.

Fourth. To subpoena and require the attendance in this State of witnesses, and the production thereby of books and papers pertinent to the investigations and inquiries hereby authorized, and to examine them and such public records as it shall require in relation to any matter which it has the authority to investigate. The fees for such witnesses for attendance and travel shall be the same as for witnesses before the Courts of Common Pleas, and shall be paid from the appropriations made to the commission. All officers and employes in the paid service of this State, and of any municipality that may hereafter adopt the provisions of this act, and their deputies, clerks, subordinates and employes, shall attend and testify when required to do so by said commission. Any disobedience to or neglect of any subpoena issued by the said commissioners or any refusal to testify shall be certified in writing by the president of said commission to the judge of the Court of Common Pleas of the county in which such disobedience occurred, who shall thereupon, by a warrant issued to the sheriff of the county, direct the production of the body of the person so disobeying, and upon the production of the body of such person, shall, in a summary way, inquire into the cause of such disobedience, and if no sufficient cause be shown therefor shall by a commitment issued under his hand, directed to the keeper of the common jail of said county, order the detention in such common jail of such person for such period of time, not exceeding ninety

Witness fees.

Action in case
subpoena
disobeyed.

days, as said judge in said commitment shall designate, or until such person shall purge himself of such disobedience. Any person who shall knowingly give false testimony before said commission shall be guilty of a misdemeanor. No person shall be excused from testifying, or from producing any books or papers, before said commission upon the ground that the testimony or evidence, books or documents, required of him may tend to incriminate him, or subject him to a penalty or forfeiture; but no person shall be prosecuted, punished or subjected to any penalty or forfeiture for or on account of any act, transaction, matter or thing concerning which he shall, under oath, have testified or produced documentary evidence.

Must testify.

Fifth. To make an annual report to the Governor, showing its own actions, its rules and regulations, and all the exceptions thereto in force, and the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act.

Annual report.

9. The commission shall be provided, as soon as may be convenient, with suitable office accommodations in the capitol building at Trenton, and it shall be the duty of the officials having control of municipal buildings throughout the State to furnish convenient offices and rooms for examination purposes, with the necessary light, heat and furniture for the accommodation of local examiners and registrars, upon requisition by the commission, when the same shall have been rendered necessary by the adoption by any such municipality of the provisions of this act. The office of said commission in the capitol building shall be open for business between nine o'clock in the forenoon and five o'clock in the afternoon of each business day.

Office and accommodations.

10. It shall be the duty of all of the officers of this State, or of any municipality thereof that may adopt the provisions of this act, to conform to, comply with, and to aid in all proper ways in carrying into effect the provisions of this act, and the rules and regulations prescribed thereunder and any modification thereof. No officer or officers having the power of appointment or employment to the civil service of this State, or to that of any municipality thereof that may hereafter adopt the provisions of this act, shall, after this act shall become effective in connection with the civil service of the

Office hours.

State and municipal officers to aid in enforcement.

All appointments made in accordance with provisions of act.

Persons appointed contrary to act not paid by authorities but by employer.

State or municipality, as the case may be, as prescribed in section one hereof, select or appoint any person for appointment, employment, promotion or reinstatement, except in accordance with the provisions of this act and the rules and regulations prescribed thereunder. Any person employed or appointed contrary to the provisions of this act, or of the rules and regulations established thereunder, shall be paid by the officer or officers so employing or appointing, or attempting to employ or appoint, the compensation agreed upon for any services performed under such appointment or employment, or attempted appointment or employment, or in case no compensation is agreed upon, the actual value of such services and any expenses incurred in connection therewith, and shall have an action of debt against such officer or officers, or any of them, for such sum or sums and for the costs of the action. No public office shall be reimbursed by the State, or by any municipality thereof, for any sums so paid or recovered in any such action.

Classes of civil service.

Unclassified service.

II. The civil service of the State of New Jersey, and of the municipalities thereof when and as they may adopt the provisions of this act, in the manner hereinafter provided, shall be divided into the unclassified service and the classified service. The unclassified service shall not be subject to any of the provisions of this act, and shall include the following classes:

All officers elected by popular vote;

All officers appointed by the Governor, with or without the advice and consent of either or both branches of the Legislature;

All officers and employes appointed by either or both branches of the Legislature;

All election officers.

All heads of departments of the State government, and members of commissions and boards thereof, and all appointments of the mayor; and also all heads of departments the members of commissions and boards elected by the board of aldermen, common council, or other governing body of the municipalities that may adopt the provisions of this act;

All law officers of any municipality that may adopt the provisions of this act;

All officers and persons in the militia;

All superintendents of, teachers and instructors in the public schools and State institutions, county superintendent and members of all boards of education, all police magistrates appointed by the mayor or other head officer of any municipality that may adopt the provisions of this act.

The classified service shall include all persons in the paid service of the State or the municipalities thereof that may adopt the provisions of this act, not included in the unclassified service.

Classified service.

12. The officers, positions and employments in the classified service of the State, and of the municipalities thereof that may adopt the provisions of this act, shall be arranged by the civil service commission in four classes, to be designated as the exempt class, the competitive class, the non-competitive class and the labor class, which classification may be changed from time to time as the commission shall deem proper.

Classes of classified service.

13. The following positions shall be included in the exempt class:

Exempt class: appointments to, made without examination.

(1) The deputy or first assistant of principal executive officers authorized by law to act generally for and in the place of his principal;

(2) The legal assistants of the law department of the State, and of the municipalities adopting the provisions of this act, and in the offices of prosecuting attorneys to the number actually engaged in trial or appeal work and appearing in the courts;

(3) One secretary or clerk of each department, board and commission authorized by law to appoint a secretary or clerk;

(4) One private secretary or clerk, or stenographer, of each judge or each principal executive officer;

(5) All officials of State and county institutions who must of necessity be physicians;

(6) In addition to the above there may be included in the exempt class all other offices or positions, except laborers, for the filling of which competitive or non-competitive examinations shall be found by the civil service commissions to be impracticable. But no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the said commission. Not more than one appointment shall be made to or

Positions in, to be named.

As to additional positions in exempt class; hearings.

under the title of any such office or position unless a different number is specifically mentioned in the rules. After six months from the date of the approval of this act, or forty-five days after the date of its adoption by any municipality of this State, no office or position shall be classified by the commission in the exempt class except after public hearing by the commission or any member thereof. Suitable public notice of such hearings shall be given by the said commission. At any such hearing any citizen of this State shall have the right to be heard, either in person or by counsel, either in opposition to or in favor of the proposed exemption. Appointments in the exempt class may be made without examination.

Competitive class.

14. The competitive class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations, and shall include all positions and employments now existing or hereafter created, of whatever functions, designations or compensations, in each and every branch of the classified service, except such positions as are in the exempt class, the non-competitive class or the labor class. Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction under the provisions of this act and the rules made in pursuance thereof, by appointment from among those certified to the appointing officer in accordance with the provisions of section twenty-one of this act. The term of eligibility of an applicant shall be fixed for each list by the civil service commission at not less than one nor more than three years. Appointments shall be made from the eligible list most nearly appropriate, and a new and separate list shall be created for a stated position only when there is no appropriate list existing from which appointment may be made. No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be assigned to perform the duties other than those properly pertaining to the position which he legally holds.

Appointments from eligible list.

Non-competitive class.

15. The non-competitive class shall include such positions as are not in the exempt class or the labor class and which it is impracticable to include in the competitive class. Appointments for positions in the

non-competitive class shall be made after such non-competitive examination as shall be prescribed by the rules of the civil service commission. And from among those eligible, preference in appointment shall be given to soldiers, sailors or marines who have served in any war of the United States and have been honorably discharged from the United States services. The said commission shall state in its annual report the number of persons who come within this class, and the character of their services.

Preference to
veterans.

16. The labor class shall include ordinary unskilled laborers. Vacancies in the labor class shall be filled by appointment from lists of applicants registered in their respective localities by the civil service commission. Preference in employment from such lists shall be given according to the date of application. There shall be separate lists of applicants for different kinds of labor or employments, and the said commission may establish separate labor lists for various localities, institutions and departments. The said commission shall require an applicant for registration for the labor service before he can be registered to furnish evidence or to pass such examinations as they may deem proper with respect to his age, residence, physical condition, ability to labor, sobriety, industry, capacity and experience in the trade or employment for which he applies.

Labor class.

17. Within six months after the passage of this act and of the appointment of the civil service commissioners as therein provided, the civil service commission shall put into effect rules for the classification of the offices, places and employments in the classified service of this State and within forty-five days after the adoption hereof shall prepare and put into effect rules for the classification of the offices, places and employments in the classified service of any municipality of this State that may adopt the provisions of this act, which rules shall provide for examinations for positions in the classified service of the State, and of such municipalities thereof as may adopt the provisions of this act, and for appointments to and promotions therein, and for such other matters as are necessary to carry out the purposes of this act. Notice of the contents of such rules and regulations and of any modifications thereof shall be given by mail in due season to appointing officers and heads of depart-

Rules for
classification.

Examinations.

Notice of
rules, etc.,
given.

Probationary period. ments affected thereby, and said rules and regulations and modifications thereof shall also be printed for public distribution. All appointments and promotions to positions in the competitive, non-competitive and labor classes of the classified service shall be for a probationary period of three months. If, at the close of this probationary term, the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified in writing that he will not receive absolute appointment; otherwise his retention in the service shall be equivalent to his final and absolute appointment.

Character of examinations. 18. All examinations required to be held by the provisions of this act both for positions in the competitive class and the non-competitive class, or any other class where examinations are required to be held, shall be free to all citizens of the State of New Jersey with the limitations specified in the rules of the commission as to residence, age, sex, health, habits and moral character. Such examinations shall be practical in their character and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the position to which they seek to be appointed, and may include tests of physical qualifications and health, and when appropriate, of manual skill. No question in any examination shall relate to political or religious opinions or affiliations.

Examiners. The commission shall control all examinations, and may, whenever an examination is to take place, designate a suitable person or persons either in or not in the official service of the State, to be examiners, and it shall be the duty of such examiners, and if in the official service it shall be part of their official duty, without extra compensation, to conduct such examinations as the commission may direct, and to make return or report thereof to said commission; and the said commission may at any time substitute any other person, whether or not in such service, in the place of anyone so selected; and the commission may themselves at any time act as such examiners and without appointing examiners. Such examinations shall be held in such locality or localities as will most readily provide equal opportunity for all citizens of the said State with reference to positions in the service of the State, or to all citizens of any municipality that may hereafter adopt the provisions of

Where held

this act with reference to positions in the service of the said municipality. Due and sufficient notice thereof being given in such manner that all persons interested in the said examinations may have an opportunity of learning of the time, place and conditions of the said examinations. Such notice of the time and place and general scope of every examination shall be given by the commission, by publication, for two weeks preceding such examination, in such newspapers of general circulation throughout the State as the commission shall prescribe, and such notice in printed form shall also be sent by the commissioners to the county clerks of each county, and by them promptly posted in a conspicuous place in the clerk's office of the said county.

Notice of ex-
aminations.

19. The commission shall require persons applying for admission to any examination provided for under this act or under the rules and regulations of the said commission, to file in its office within a reasonable time prior to the proposed examination a formal application, in which the applicant shall state under oath or affirmation:

Formal ap-
plication.

Statement

- (1) Full name, residence and post-office address;
- (2) Nationality, age and the place and date of birth;
- (3) Health and physical capacity for public service;
- (4) Business and employments and residences for the five previous years;

(5) Such other information as may reasonably be required touching the applicant's merit and fitness for the public service; but no inquiry shall be made as to any religious opinions and political affiliations of the applicant.

Blank forms for such applications shall be furnished by the said commission without charge to all persons requesting the same. The said commission may require in connection with such application such certificates of citizens, physicians or others having knowledge of the applicant as the good of the service may require. The said commission may refuse to examine an applicant or after examination to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position or employment for which he applies, or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks employment, or who is addicted to the habitual use of intoxicating liquors to

Blank forms.

Refusal to
examine or
certify as
eligible
causes.

excess, or who has been guilty of any crime or of infamous or notoriously disgraceful conduct, or who has been dismissed from the public service for delinquency or misconduct, or who has made false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment. Whenever the said commission refuses to examine an applicant or after an examination to certify an eligible, as provided in this section, then the said commission upon the request of such person shall grant to him a hearing upon the cause of such refusal. When any position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond, or other security, in lieu thereof, and shall notify the commission of the amount of said bond required; *provided, however*, that any surety company of this State, or any surety company of any other State of the United States authorized to transact business in this State, shall be a sufficient surety on any such bond.

Hearing after refusal to examine.

proviso.

Class register of eligibles.

20. From the returns or reports of examiners, or from the examinations made by the commission, the commissioners shall prepare a register for each grade or class of positions in the classified service of the State, or of any municipality that may hereafter adopt the provisions of this act, of the persons who shall attain such minimum mark as may be fixed by the commission for any part of such examination and whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of said commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination; *provided, however*, that if any honorably discharged soldier, sailor or marine having served in the War of the Rebellion, shall be among those whose names are placed on such register, such soldier, sailor or marine shall be considered as standing highest in rank thereon, and if two or more names of such soldiers, sailors or marines shall be found on said register, they shall rank as to each other according to their relative excellence as determined by said examination.

Proviso, pertaining to civil war veterans.

Selection from eligible list by certification of three candidates.

21. The head of a department, office or institution in which a position classified under this act is to be filled

REPORT OF CIVIL SERVICE COMMISSION

shall notify said commission of that fact, stating the title or name of the position to be filled, the duties to be performed and compensation to be paid, and said commission shall certify to the appointing officer the names and addresses of three candidates standing highest upon the register for the class or grade in which the said position belongs, and the head of such department, office or institution shall select one of the three so certified, and after a candidate has been certified three times by the commission, and shall not be accepted by a head of department, office or institution, his name shall not again be certified to the same head of department, office or institution except at the request of such head of department, office or institution. In making such certification sex shall be disregarded, except when some statute, the rules of the said commission or the appointing power shall specify sex.

Sex disregarded.

22. Vacancies in positions in the competitive class shall be filled, so far as practicable, by promotions from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotions shall be based upon merit, to be ascertained by examinations to be provided by the commission, and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority and experience. For the purposes of this section an increase in the salary, or other compensation of any person holding an office or position within the scope of the rules prescribed by the commission, beyond the limit fixed for the grade in which such office or position is classified shall be deemed a promotion. No person shall be promoted to a position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person except as provided above.

Vacancies filled by promotion for merit.

Increase of salary deemed promotion.

23. With the consent of the commission, a person holding an office or position in the classified service may on his own request be transferred to a similar office or position in another office, department or institution, but no transfer shall be made from an office or position in one class to an office or position in another class, nor shall a person be transferred to an office or position for

Terms pertaining to transfers.

If position
separated
from service
occupant
placed on
special list.

original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to an office or position held by such person. Any person holding an office or position under the classified service who has been separated from the service without any delinquency or misconduct on his part, but owing to reasons of economy or otherwise, may be reinstated within two years from the date of such separation to the same or similar office or position in the same department; and whenever any permanent office or position in the classified service is abolished or made unnecessary, the person or persons legally holding such office or position shall be deemed to be suspended without pay, and the names of such persons shall, on due notification from the appointing officer, be placed by the commission on a special list, and for a period of two years from the date of the abolishment of such office or position the person who held the same shall be entitled to reinstatement in any office or position of the same or similar kind as that previously abolished, and the names of all such persons, when an office or position is to be filled of a character the same or similar to that previously held by them, shall be certified by the commission to any appointing officer when such appointing officer shall make known to such commission, in the manner designated in this act, the office or position to be filled.

Removals,
reductions,
etc.

24. No officer, clerk or employe in the classified civil service shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of his religious or political opinions or affiliations. Further, no officer, clerk or employe holding a position in the competitive or non-competitive class of the classified civil service shall be removed, discharged or reduced, except as provided in section seventeen of this act as to probationers, until he shall have been furnished with a written statement of the reasons for such action and been allowed a reasonable time in which to make written answer thereto. In every case of such removal, discharge or reduction a copy of the statement or reasons therefor and of the answer thereto shall be furnished to the civil service commission, and entered upon the records of said commission and upon the rec-

Furnished
with written
statement
of charges.

ords of the department or office in which the discharged, removed or reduced person was or is employed. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days; *provided however*, that successive suspensions are not to be allowed.

Suspensions.

Proviso.

25. It shall be the duty of each appointing officer to report to the civil service commission forthwith upon the appointment or employment the name of such appointee or employe, the title and character of his office or employment, the date of commencement of service by virtue thereof, and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowledge of each case, any separation of a person from the service, or other change therein, and such other information as the civil service commission may require, in order to keep the roster hereinafter mentioned. The commission shall keep in its office an official roster of the classified civil service of this State, and of such municipalities thereof as may adopt the provision of this act, and shall enter thereon the name of every person who has been appointed to, employed, promoted, reduced or reinstated in any position in such service. This roster shall be open to public inspection at all reasonable hours. The roster shall show, in connection with each name, the date of appointment, employment, promotion, reduction or reinstatement, and the compensation of the position, the title of the position, and the nature of the duties thereof, and the date and cause of any termination of such office or employment.

List of employes furnished commission.

Roster of classified service.

What to contain.

26. It shall be unlawful for the Comptroller or other fiscal officer of the State, or of any municipality thereof that may adopt the provisions of this act, to draw, sign or issue any warrant on the Treasurer or other disbursing officer of the State, or of any municipality thereof that may have adopted the provisions of this act, for the payment of any salary or compensation to any officer, clerk, employe, or other person in the classified service, unless an estimate, payroll or account for such salary or compensation, containing the names of every person to be paid, shall bear the certificate of the civil service commission that the persons named in such estimate, payroll or account have been appointed, employed, reinstated or promoted in pursuance of law and of the

Commission to certify to disbursing officers as to appointment, etc.

Employee entitled to mandamus to secure certificate.

Disbursing officers liable for illegal payments.

Recovered money turned into treasury.

As to recommendations.

rules made in accordance with this act. Any officer, clerk, employe or person entitled to be certified by the said commission to the Comptroller, or other fiscal officer or disbursing officers, as having been appointed or employed in pursuance of law and of the rules made in accordance with this act, who shall be refused such certificate, may maintain a proceeding by mandamus to compel such commission to issue such certificate. Any sums paid contrary to the provisions of this section may be recovered from any officer or officers making such appointment in contravention of the provisions of law, or of the rules made in pursuance of law, or from any officer signing or countersigning, or authorizing the signing or countersigning of any warrant for the payment of the same, or from the sureties on the official bond of any of the said officers, in an action of debt in the Court of Common Pleas of any county within the State by a citizen resident therein who is assessed for and liable to pay, or within one year before the commencement of the action has paid, a State, city or county tax within the State. All moneys recovered in any action brought under this section shall, when collected, be paid into the treasury of the State, or of the proper municipality thereof, as the case may be, except that the plaintiff in any such action shall be entitled to receive, for his own use, the taxable costs of such action and five per centum of the amount recovered as attorney's fees.

27. No recommendation of any persons who shall apply for office or place, or for examination or registration under the provisions of this act or of rules established pursuant thereto, except as to character, and in the case of former employers as to ability, shall be given to or considered by any person concerned in making any examination, registration, appointment, promotion or reinstatement under this act and rules made pursuant thereto. No recommendation whatsoever shall relate to the political or religious opinions of any applicant. No recommendation for the promotion of any person in the classified service shall be considered by any officer concerned in making promotions except it be made by the officer or officers under whose supervision or control such employe is serving. Any recommendations made contrary to the provisions of this section with the knowledge and consent of the applicant or employe, shall be sufficient cause for refusing his

application or appointment, or for disbarring him from the promotion proposed.

28. Any commissioner, or examiner, or any person who shall wilfully, by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect of his or her right of examination, or registration, according to this act or to any rules or regulations prescribed pursuant thereto, or who shall wilfully or corruptly, falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified, pursuant to the provisions of this act, or aid in so doing, or who shall wilfully or corruptly make any false representations concerning the same, or concerning the person examined, or who shall wilfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or who shall personate any other person, or permit or aid in any manner any other person to personate him, in connection with any examination or registration, or application or request to be examined or registered, shall for each offense be deemed guilty of a misdemeanor. Misdemeanors under the provisions of this act shall be punishable by a fine of not less than ten dollars nor more than five hundred dollars, or by imprisonment for a term not exceeding six months, or both, in the discretion of the court.

As to con-
duction of
examinations.

False repre-
sentations.

False per-
sonation.

Penalty.

29. Nothing contained in this act shall be construed to prohibit the head of any department, office or institution of this State or of any municipality thereof adopting the provisions of this act employing temporarily, subject to the subsequent approval of the commission, in cases of emergency, a person or persons to carry out the work of such department, office or institution, but the head of such department, office or institution upon employing any such person or persons shall immediately give notice thereof to the commission created by this act, and as soon thereafter as practicable a person shall be selected in accordance with the other provisions of this act, whereupon the services of the person or persons so temporarily employed shall cease. In no case shall such employment continue for a longer period than two months, nor shall successive temporary ap-

Temporary
appointments
in emergencies.

Not to exceed
two months.

pointments be made to the same position under this provision.

Adoption of
act by municipal-
ities by
ordinance
or vote.

30. Any municipality of this State may adopt the provisions of this act by an ordinance duly adopted by the governing body of such municipality, or by the petition and vote of the qualified voters of such municipality as hereinafter provided.

Method of
adoption in
cities and
counties.

31. Whenever there shall be presented to the governing body of any municipality of this State a petition signed, in counties and cities of the first and second class, by at least 500 legal voters in said counties or cities respectively, and in counties and cities of the third class by at least 250 legal voters of said counties or cities respectively, and in all other municipalities by at least 5 per cent. of the legal voters therein, requesting that the question of the adoption of the provisions of this Act be submitted to the legal voters of said municipality, it shall be the duty of said governing body to submit such question to the legal voters of said municipality at the next regular election. Public notice thereof shall be given by said governing body by publication in one or more newspapers published and circulated in the said municipality. Or if there be no newspapers published in the said municipality, then in one or more newspapers published in the county in which such municipality is located, to be designated by said governing body, once a week for at least four weeks, and by posting such notice in five of the most public places in said municipality for at least four weeks before said election.

Referendum.

Notice.

Ballots.

At any election at which the question of the adoption of the provisions of this act shall be submitted to the voters of any municipality, there shall be printed upon the official ballot for such municipality, the word "for" and the word "against" above and immediately preceding the words "An act regulating the employment, tenure and discharge of certain officers and employes of this State, and of the various counties and municipalities thereof, and providing for a civil service commission and defining its powers and duties."

Canvass;
returns.

If the word "for" be marked off or defaced upon the ballot it shall be counted as a vote against the acceptance of this act; if the word "against" be marked off or defaced upon the ballot, it shall be counted as a vote in favor of the acceptance of this act; and in case neither the word "for" nor the word "against" be marked off or

defaced upon the ballot, it shall not be counted as a vote either for or against such acceptance. A canvass and return of the votes upon the question of the acceptance of this act shall be made by the election officers in the same way and manner as for officers voted at such election and if a majority of the votes cast for and against the acceptance of this act shall be found to be in favor of its acceptance it shall then, but not otherwise, become operative in such municipality. The adoption of the ordinance provided for in section thirty-one of this act, or the result of said election, if favorable to the adoption of this act, as the case may be, shall be certified by the governing body or the municipality to the commission created by this act. The question of the adoption of this act shall not be submitted to the voters of any municipality oftener than once in two years.

Adoption
certified to
commission.
Definitions.

32. The words and terms used in the title and body of this act shall have the following meaning:

"Appointing officer" signifies the officer, commission, board or body having the power of appointment or election to, or removal from, subordinate positions in any office, department, commission, board or institution;

"Civil service" includes all offices and positions of trust or employment in the service of the State or any civil division thereof, except offices and positions in the military or naval departments;

"Commission" signifies the Civil Service Commission of New Jersey;

"Municipality" signifies village, town, township, borough, city or county or other such local civil government as is distinguished from the State government;

"He," "him," or "his" may be used interchangeably with "she" or "her."

"Ordinance" shall be construed to include resolution where the governing body usually proceeds by resolution.

33. In case, for any reason, any section or any provision of this act shall be questioned in any court and shall be held to be unconstitutional or invalid, the same shall not be held to affect any other section or provision of this act.

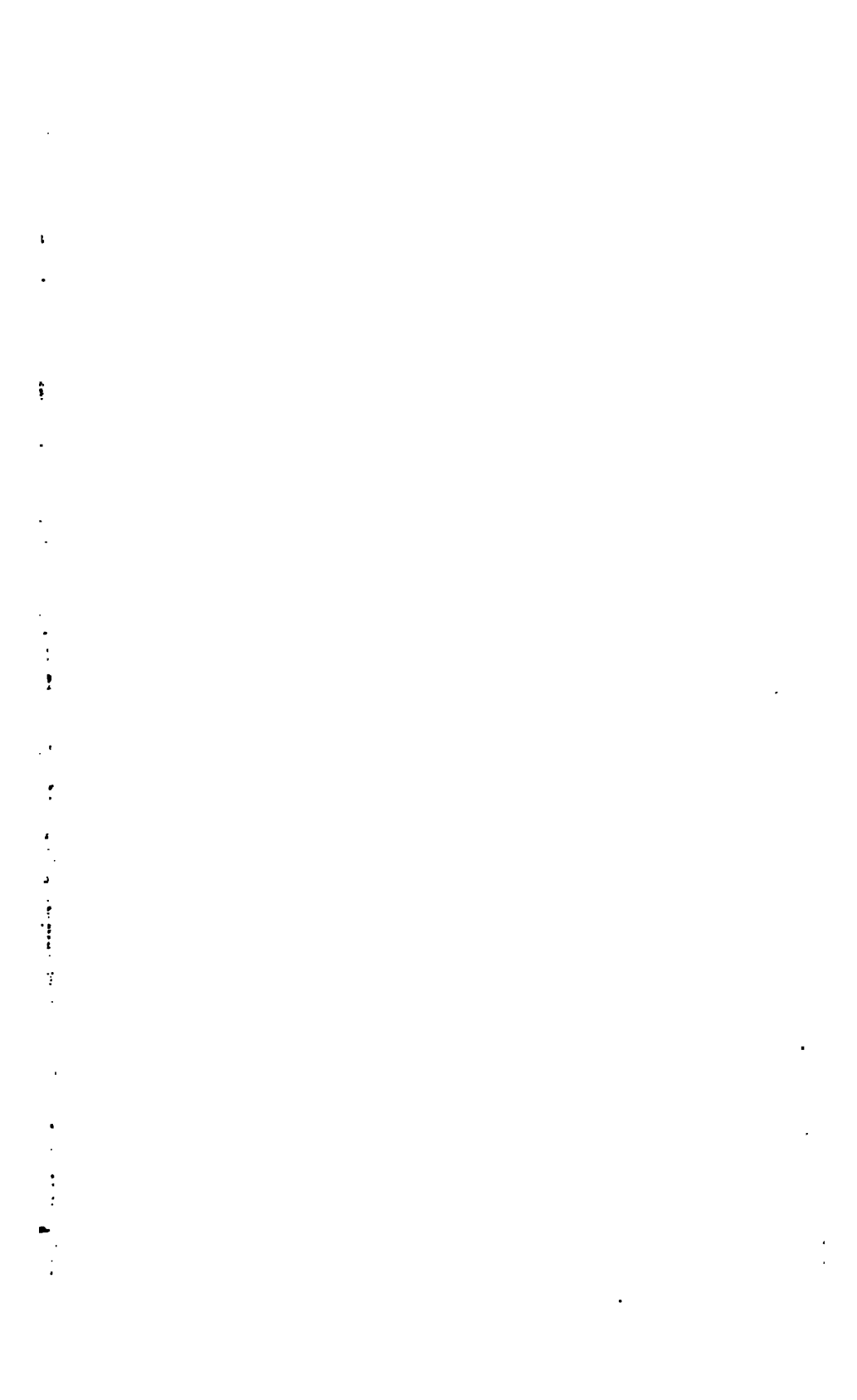
Invalidity of
a section not
to affect
others.

34. All acts or parts of acts inconsistent with the provisions of this act be and the same are hereby repealed.

Repealer.

35. This act shall take effect immediately.

Approved April 10, 1908.



Third Annual Report

of the



Civil Service Commission

of the

State of New Jersey

to which are appended

The Rules of the Commission

and

The Civil Service Law

COMMISSIONERS

WILLIS FLETCHER JOHNSON, President,
JAMES KERNEY,
CHARLES H. BATEMAN,
COL. JAMES R. MULLIGAN,

New Providence
Trenton
Somerville
Newark

GARDNER COLBY, Chief Examiner and Secretary

TRENTON, N. J.

Attest: William B. Gushy, State Printer, Opposite Post Office.

1891.



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1911.



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REPORT.

To the Governor:

The Civil Service Commission of the State of New Jersey herewith presents its thjrd annual report.

ORGANIZATION.

The composition and organization of the Commission remain unchanged, Commissioner Bateman having been reappointed at the expiration of his first term of office in May, 1910. Mr. Gardner Colby remains Secretary and Chief Examiner, the action of the Commission in appointing him to fill the two places having been confirmed by the Legislature in Chapter 109 of the Laws of 1910, which was signed by the Governor on April 7, 1910, which law permanently consolidates the two places. Mr. Thomas E. Mernin remains Assistant Secretary. For reasons hereinafter explained it was found practicable, at least temporarily, to reduce the office staff of clerks by the transfer of two to other departments of the State Administration where their services were desired.

MEETINGS.

During the year from November 1, 1909, to October 31, 1910, the Commission held forty-three regular meetings, which were so faithfully attended by the members that only twelve absences were recorded, or less than seven per cent., all on account either of illness or of absence on official business. The meetings were generally held at the office of the Commission in the State House, but some were held for convenience or for special reasons at Newark, Jersey City, Glen Gardner and Skillman. The commis-

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sion, accompanied by its Secretary and Chief Examiner, attended the annual convention of the National Civil Service Reform League in New York, on December 10, 1909, and also the annual meeting of the National Assembly of Civil Service Commissions at Albany, on June 2 and 3, 1910, and received practical profit from these conferences with officers of other States engaged in similar administrative labors.

EXAMINATIONS, APPOINTMENTS AND DISMISSALS.

During the year there were held seventy-eight competitive examinations, which were attended by 1,154 candidates, of whom 349 passed and were enrolled upon eligible lists and 583 failed. The remaining 222 candidates, being those who attended the last ten examinations, were not yet rated at the close of the year, but will probably prove to be divided between success and failure in about the same ratio as the others.

There were 228 appointments in the competitive class, 1,720 in the non-competitive and 69 in the labor class, a total of 2,017 appointments. There were made for the good of the service, for adequate causes not of a political or religious nature, 229 dismissals, a fact which should abundantly disprove the complaint, which is still occasionally heard, that the Civil Service Law operates to retain incompetent or unfaithful employes in office and thus to prevent improvement of the public service by their elimination. As a matter of fact, the net effect of the law has been to strengthen the hands of heads of departments in enforcing discipline, in securing efficiency and in ridding the service of unworthy placeholders. Since the adoption of the law there have been under its provisions a grand total of 4,405 appointments and 392 dismissals.

In connection with the development of the State service, and the extension of the application of the Civil Service Law thereto, increased demands were made upon the Commission in the quality and character of its examinations. In securing eligible lists of experts for the Public Utilities Commission, of examiners of building and loan associations, of probation officers and others.

high qualifications were required and expert aid was secured, in co-operation with the heads of the departments concerned, with gratifying results. In cases in which the personality of candidates was an important consideration, the system of oral examinations, generally in the presence of a number of qualified observers, was largely adopted. How gratifying the results were may be estimated from the testimony which has freely been given by judges, probation officers and others concerning the examinations for probation officers which they were invited to attend, not only as spectators, but also as jurors to pass upon the personal qualifications of candidates. A Common Pleas judge writes:

"I was impressed with the plan and scope of the examination, and also its thoroughness, and I feel that it will be an excellent thing. It draws out not only the applicant's knowledge of a probation officer's duties under the law, but also the characteristics of mind and heart and his adaptability to the position."

Another judge writes:

"It seems to me that the plan is a good one and that the work of selecting these officers is of such importance that too much care could not be taken in the matter of their selection."

A third Common Pleas judge writes:

"The probation officer appointed by me, as one of the applicants who successfully passed the examination, gives very satisfactory service. I believe the examination is a good thing and will produce the right kind of men."

Another says:

"My probation officer was present at your recent examination and has expressed himself as highly pleased with your methods. His opinion is valuable, as he has had nine years' experience in his present position and is an excellent officer."

Equally significant is the testimony of probation officers of experience who assisted at the examinations.

One writes:

"I want to express my approval of the examination scheme. I believe that this method of selecting per-

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sons for the position is entirely practicable and in the best interest of the work. I am confident the probation system of our State will be greatly benefited by having officers who have passed a Civil Service examination."

Another writes:

"I am heartily in favor of such examination for probation officers. In the first place, it insures a higher standard of intelligence; secondly, it gives the Commission, who are impartial critics, the opportunity to ascertain the calibre of the applicant aside from what his reputation may be. All things considered, it seems to me to be the most feasible way of choosing a probation officer."

Still another observer says:

"I was particularly impressed by the practicability of the scheme of the examination. The fact that the questions asked on the written examination were all pertinent to the work of a probation officer and that the questions on the oral examination tended to show with great precision the personal fitness of the applicant for the work, make for the selection of the best qualified of the applicants with a great degree of certainty. Not less important than the selection of the best fitted of the applicants is the effect which the Civil Service system has upon the work of the probation officer after his selection. As in other lines of endeavor, so in the work of the probation officer, one increases in efficiency with experience; therefore, it is essential that the tenure of office should not be disturbed. Of all the offices which have been and which ought to be removed from the sphere of political influence, that of probation officer ranks among the most important. The placing of the probation system under the protection of the Civil Service Law has accomplished this, and therein, I think, is its greatest merit."

It was deemed expedient to adopt a rule providing that examinations for places in the State service should be held not necessarily at certain fixed points, but at such places as were most convenient to the applicants.

INQUESTS INTO COMPLAINTS.

Careful attention was given by the Commission to the various complaints of violations of the Civil Service Law which were made during the year. On June 14, 21 and 28, painstaking hearings were given and investigation was made in the case of Mr. Harry T. Hagaman, who alleged that he had been illegally dismissed from his place as secretary of the Ocean County Tax Board. It was found that his dismissal had in fact been ordered because of political animosity and his reinstatement was promptly effected. He was, however, subsequently removed for reasons which the Commission regarded as lawful and sufficient.

On August 16 a hearing was given in the case of Dr. Carlos E. Godfrey, who complained of illegal dismissal from the employment of the office of the Adjutant-General. His dismissal was found by the Commission to have been effected legally and for the good of the service, and it was accordingly approved.

On September 8 a hearing was given at Jersey City in the case of Messrs. George L. Ruggles and John T. Geraghty, who complained that they had been improperly dismissed from the service of the Hudson County Tax Board. No convincing evidence was given in support of that complaint, and the Commission decided that there was no cause for action.

There were also investigations into the case of alleged irregularities at the State Sanatorium for Tuberculous Diseases and at the New Jersey School for the Deaf, in which the Commission found no cause for action.

In connection with these investigations the Commission adopted the following memorandum, setting forth its consistent policy toward complaints and requests for hearings:

The Civil Service Law, section 24, forbids adverse discrimination against any member of the classified service on political or religious grounds. When such discrimination is on information and belief alleged under affidavit, the Civil Service Commission regards it as incumbent upon itself to make forthwith a searching investigation into the case as provided in the law, section 8, clauses 3 and 4. The law contemplates the

possibility of dismissals from the service for other than political and religious reasons, and provides in section 24 the method by which this may be done. When the method thus prescribed is followed and the causes for dismissal are neither political nor religious, and the dismissal appears to be made for the good of the service, the Civil Service Commission, while not relinquishing nor ignoring its right and power to investigate any matter pertaining to the enforcement and effect of the law as granted in section 8, clause 3, does not consider itself in any way bound to make an investigation—a power to be exercised but rarely and only upon evidence that the law is being violated—but reserves for itself full discretionary power in that respect. In no such case is the Civil Service Commission to be required beyond its discretion to act as court of oyer and terminer to pass upon the validity or adequacy of alleged non-political and non-religious causes for dismissal. The provisions of the law that vacancies must be filled by competitive examination will, in all ordinary cases, act as a deterrent of unmerited dismissals.

STATE SERVICE CLASSIFICATION

An opinion of the Attorney-General was received on February 15, advising the Commission that employes of county tax boards, county detectives, probation officers, clerks, sergeants-at-arms and other employes of district courts and other functionaries were employes of the State, and, therefore, subject to the Civil Service Law. The Commission accordingly placed such positions in the classified service and arranged for the preparation of eligible lists from which future vacancies could be filled.

A somewhat novel problem was presented during the year by the need of classifying certain employes who were not exclusively subject to the authority of this State, such as those of the Interstate Bridge Commission and the Interstate Palisades Park Commission. Negotiations are in progress with the New York State Civil Service Commission and with the various interstate commissions concerned for a satisfactory permanent solution of the problem.

LOCAL STATE EMPLOYES.

Another vexatious problem has been that concerning certain classes of State employes whose duties are confined to specific localities and to whom special knowledge of such localities is essential. Such conspicuously are the fish and game wardens and the probation officers. One of the probation officers, whose testimony concerning the efficiency of Civil Service examinations has been cited, wrote to the Commission:

“There is one suggestion I would like to make, and that is that in future examinations be held in and for the several counties of the State. A person to be of any use in probation work must have a thorough knowledge of the county in which he or she is to work.”

Unfortunately, under the law as it now stands the Commission is compelled to hold general examinations and to prepare general eligible lists for the whole State. It might happen, therefore, that if a probation officer or game warden were wanted for appointment to a certain county, the first three names on the eligible list which this Commission would have to certify to the appointing officer and from among which the choice would have to be made, would be those of candidates living in a remote part of the State who, for that reason, were entirely unfamiliar with the conditions of the work they would be required to do and therefore unable to perform their duties satisfactorily. It was suggested that this Commission might by its own rule select from the eligible list for certification the names of those who were resident in or near the county in which their services were desired, or that it might, in accordance with the letter just quoted, hold separate examinations and prepare separate eligible lists for individual counties or groups of counties, but both these plans were found to be inconsistent with the law. An effort was made, therefore, in behalf of this Commission and of the various departments concerned, at the last session of the Legislature, to secure such amendment of the law as would abate this embarrassment, by permitting the Commission to restrict examinations for State

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places of a local nature to candidates who were citizens or residents of the localities concerned; but the proposed amendment, although cordially approved by the heads of the State departments interested, failed of enactment. It is now respectfully submitted that such an amendment of the law, providing for the creation of local eligible lists for State offices, the duties of which are local in their nature, would be a valuable aid to the filling of such places.

HEADS OF DEPARTMENTS.

Frequent and earnest representations have been made to the Commission of the desirability of establishing the identity of heads of departments and appointing officers. At present in various cases the heads of departments, who must make requisition to this Commission for certified eligibles for appointment, are not the same persons as the appointing officers who actually make the selections and appointments. The results of this division of authority may be unfortunate, but under the law as it now stands, the matter, which is at times a source of some embarrassment, is beyond the power of the Commission to remedy. It is therefore respectfully suggested that the desirability of unifying, so far as possible, the heads of departments and appointing officers be carefully considered, as calculated to promote the ends of good administration.

CANDIDATES FROM OUTSIDE THE STATE.

Some of the examinations which have been held for technical experts of high qualifications have disclosed the fact that it is not always possible to secure among the actual citizens of the State the most desirable candidates for places of that character. Before the adoption of the Civil Service Law it was not uncommon to seek certain State employes of professional attainments wherever they could best be found, in or out of the State, precisely as a college would seek a new president or a professor or

a business corporation would seek an expert employe. But the law now restricts examinations to citizens of the State. It is believed that no injustice would be done and that the ends of higher efficiency would be promoted through an amendment permitting the admission of candidates from outside of the State to examinations for certain places, after it has been found impossible to fill them to the best advantage from inside the State. The Commission has long had such a rule concerning examinations for places in municipal service, that they shall be confined to citizens of the municipality, "except in case of positions of a technical or other character in which such restriction is impracticable."

THE SERVICE IN MUNICIPALITIES.

The year began with the courts still considering the question of the constitutionality of the method by which the Civil Service Law had been adopted in various municipalities, namely, by ordinance of the local government. Despite the uncertainty of the outcome of that litigation, the city government of Rahway, while the case was still pending, on December 21, 1909, adopted the law, and steps were promptly taken by the Commission to put it into full effect and operation at the end of the prescribed period of forty-five days.

On February 4, 1910, however, the Court of Errors and Appeals announced its long-awaited decision, a decision which, because of the far-reaching constitutional principles involved, was the result of exceptional deliberation and study. Its purport was abundantly to uphold the constitutionality of the law as applied to the State service, and of its application to municipalities by popular vote, as provided in the law itself; but to declare unconstitutional its adoption by ordinance of the municipal government. Judgment to that effect was duly entered on February 11, and became effective ten days later. Accordingly, on February 21 the law ceased to be operative in the municipal services of Essex county, the cities of Newark, Jersey City, Bayonne, New Brunswick and Rahway, and the village of South Orange.

ADOPTION BY REFERENDUM.

In some of the most important of these municipalities, however, the beneficial effects of the law had been so convincingly perceived during its brief period of operation, and intelligent sentiment and judgment were so strongly in favor of the merit system, that a popular demand instantly arose for the re-adoption of the law by the undoubtedly constitutional method of referendum. Accordingly, numerous signed petitions to that effect were prepared in Essex county, in the cities of Newark and East Orange, in the borough of Garfield and in the village of South Orange. In South Orange the petition, through inadvertence, was not completed and filed in time, and in Garfield there was a similar failure, not, however, through the fault of the petitioners, but through the apparent neglect of a local functionary. In the remaining three municipalities the question of the adoption of the law was duly submitted to the voters at the general election on November 8, with the result that, although no speeches were made and no public campaign was conducted in its favor, the law was adopted by overwhelming majorities.

In Essex county the vote was: For the Civil Service Law, 27,999; against, 16,622; total vote, 44,621; majority for the law, 11,377; affirmative vote more than 62 per cent. of the total. In Newark the vote was: For, 18,134; against, 11,253; total vote, 29,387; majority for the law, 6,881; affirmative vote more than 61 per cent. of the whole. In East Orange the vote was: For, 2,253; against, 505; total vote, 2,758; majority for the law, 1,748; affirmative vote more than 81 per cent. of the whole. These results are of unmistakable and convincing significance. They show that a decisive majority of the people favor the application to municipal governments of the system which has proved so beneficial in the State service.

Nor can it be said, as has been said of some former referendums, that only a small part of the voters interested themselves in the matter and that the referendum was carried by a minority vote. On the contrary an exceptionally large vote—for a referendum—was cast, showing that the people took a far more

general interest in Civil Service than they usually do in subjects thus presented to them. As already observed there was no such campaign for the law as there was for candidates for office, and no organized effort to secure a full vote. Yet in Essex county the vote on Civil Service was more than 58 per cent. of that cast for the candidates for Governor; in Newark it was more than 61 per cent. of that cast for the mayoralty candidates, and in East Orange it was more than 46 per cent. of the mayoralty vote, while the vote in favor of Civil Service was nearly 70 per cent. of that cast for the successful candidate for mayor. Moreover, though the question of local adoption in South Orange was, through inadvertence, not voted on, that village did cast a majority for the adoption of the law in the county.

These impressive demonstrations of the popular favor with which the principles of the Civil Service Law and the methods of its practical administration are regarded, particularly in communities which have had practical experience with it, and of the popular desire for its application to municipal as well as State affairs, the well-known conditions of local administration in various municipalities, where grave abuses prevail such as the Civil Service system alone is likely to correct, and which it has effectively corrected elsewhere wherever applied, and the unequivocal declarations and promises of recent State platforms of both the great political parties in favor of the adoption, maintenance and extension of the system, unite to suggest strongly the desirability of making uniform the methods of municipal government throughout the State by means of the application of the Civil Service Law to all counties and cities of the first and second classes.

NEW LISTS AND RULES.

The Attorney-General is of the opinion that the eligible lists which were formerly prepared for the various municipalities which adopted the law by a method found to be unconstitutional, and which were in existence at the time when the law was withdrawn from those municipalities by judicial decision, were by

that decision annulled. It will be necessary for the Commission, therefore, promptly to create new lists for the three municipalities which have now constitutionally adopted the law. This will entail much labor upon the Commission, which will cheerfully be borne, since it is manifestly in the interest of equity and justice. It is moreover the less to be regretted for the reason that the Commission has, during the year, for the sake of increased efficiency among its eligible candidates, modified its rules so as to make the life of an eligible list only one year instead of two, unless otherwise specially ordered.

The rules governing promotions have been so changed as to make one year's service in the next lower grade necessary for eligibility to promotion examination in police and fire departments. In other departments the period of six months remains unchanged.

A few other changes of rules have been made in the interest of efficiency and for the facilitation of the indispensable co-operation between heads of departments and this Commission. The slight friction which now and then occurred at the beginning, and which arose almost entirely from unfamiliarity with or misunderstanding of the law, has now disappeared, and there is much gratifying testimony to the effect that instead of hampering or embarrassing other departments of State government, the functions of this Commission actually facilitate the administration of their offices.

The Attorney-General is also of the opinion that non-teaching employes of boards of education, such as architects, engineers, firemen, janitors, etc., in municipalities which have adopted the Civil Service Law, are not by that adoption brought under the Civil Service Law, "in view of the fact that a board of education is an independent municipal government, not a department of any city nor of the State," and he suggests that the inclusion of such employes under the law—which seems to this Commission eminently desirable—"can be accomplished probably by a special referendum by the voters of the school district, or, better, by some distinct provision by amendment to the Civil Service Law." It is respectfully recommended that such amendment be made in

order that the merit system may be extended to these classes of public servants who are unquestionably fitted for its operation.

EXPENSES AND NEEDS.

The consolidation of the office of Secretary of the Commission, which formerly had attached a salary of \$2,000, with that of Chief Examiner, which had a salary of \$3,000, at a salary of \$3,500, has effected a saving to the State of \$1,500 a year. A further reduction of expenses was effected when the operation of the law was withdrawn from the municipal services and a consequent diminution of office force was made. Thus the Commission was enabled not only to live within its appropriation, but actually to leave at the end of the year an unexpended balance to its credit in the State Treasury of \$3,589.17.

It is obvious, however, that the application of the law to three important and populous municipalities will increase the necessary expenses of the Commission and require at least as large an appropriation as that for the fiscal year ending October 31, 1910, namely, \$30,000. It seems safe to assume that such expenditure of public funds in the interest of good public service would meet with ungrudging public approval.

ADMINISTRATIVE CO-OPERATION.

It would be ungrateful to close this brief review of the Commission's labors without a cordial acknowledgment of the sympathetic attitude which State and municipal officials generally have assumed toward the Civil Service Law and its administration, and of the valuable aid which has frequently been given to the Commission by them. It is, of course, the primary aim of the Commission to maintain and to promote the merit system in the public service; but it is not unfitting that its secondary aim should be, as it is, to be not a disturbing, but rather a harmonizing factor in the government, not to impede, but to expedite and facilitate the general work of administration, and not to embarrass or

in any way compromise heads of departments in their performance of duty, but rather to free them from annoyances and to strengthen and encourage their hands. In pursuance of this policy the Commission is now arranging to maintain a permanent office in the city of Newark for the transaction of routine business connected with the three municipalities of Essex county to which the law applies. That will make some member, or authoritative representative, of this Commission always on call and in direct touch with those municipal services, and will save even the few hours' time in the certification of pay-rolls which otherwise would be required in sending them to the general office at Trenton. It is expected that similar arrangements will be made in other large municipalities when they are brought under the law. This policy will doubtless increase local understanding of, and confidence in, the system and will extend and confirm that popular favor for it which is now becoming dominant throughout the State.

All of which is respectfully submitted.

WILLIS FLETCHER JOHNSON.

President.

CHARLES H. BATEMAN,

JAMES R. MULLIKIN,

JAMES KERNEY.

December 6, 1910.

Report of the Chief Examiner and Secretary.

To the Civil Service Commission:

GENTLEMEN—I beg to submit herewith my report as Chief Examiner and Secretary.

CLASSIFICATION.

A complete classification of the positions under the Civil Service Law on Oct. 31, 1910, is annexed hereto in Appendix I. The classification has been fully corrected to date to include all changes.

Section 15 of the law requires that the Commission shall state the number of those who come withing the non-competitive class and the character of their services. There will be found opposite the non-competitive positions numerals which indicate the number of those employed in each case; also a statement of the character of the services rendered.

EXEMPTIONS.

The exemptions made in accordance with specific directions in Section 13 of the law are shown in the classification by reference to the section and paragraph of the law directing the same. Appendix II. shows the exemptions made under the authority given the Commission in the same section to add to such exemptions, and sets forth the reason for exemption in each case.

OPINIONS OF THE ATTORNEY-GENERAL.

Under Appendix III. appear the more important opinions rendered to this Commission by the Attorney-General's office.

RULES AND REGULATIONS.

The rules and regulations of the Commission are appended hereto and form Appendix IV.

EXAMINATIONS.

From Oct. 31, 1909, to Nov. 1, 1910, there were held in all a total of seventy-eight competitive examinations, a full statement of which is annexed hereto under Appendix V. This represents a reduction of the number of examinations from the previous year, owing to the discontinuance of the law's operation in seven municipalities, following the decision of the Court of Errors and Appeals. Among the examinations which were held, however, were some of the very greatest importance, involving a large amount of care and thought in their preparation and an equal amount of attention in the rating of the candidates' papers. Among these may be mentioned the examination for Chief Inspector of the Utilities Division of the Board of Public Utility Commissioners, Assistant State Forester, Probation Officer and Building and Loan Examiner.

I append hereto a schedule of examinations beginning January 1, 1911, and ending May 1, 1911, under Appendix VI.

MINOR POSITIONS IN STATE INSTITUTIONS.

During the year much consideration has been given to the possibility of assisting the State Insane Hospitals and similar institutions in obtaining through Civil Service examination a more desirable class of nurses, attendants and subordinate help. Permission was secured from the Post Office Department at Washington to place in the various post offices throughout the State cards advertising the vacancies of this character in State Institutions which would be filled from time to time by Civil Service examinations. As a result of such advertisement, the Commission has received a considerable number of applications from candidates who will be examined in the near future. In the State of Illinois it has been possible to work a great change

in the character of the help of these institutions through the Civil Service Commission. Whether it will be possible to interest sufficient people in New Jersey in such positions and enable a successful working out of a plan for competitive examination is yet to be determined. The subject is, however, one of great interest and importance to all State institutions.

ORAL AND PERSONALITY EXAMINATIONS.

During the year the practice of submitting candidates to an oral examination as well as the usual written tests has been followed in twenty-one examinations. These examinations were partly those held for lower grade positions, candidates for which could with difficulty express themselves in writing, but were by no means limited to examinations of this character and have been applied in a number of instances to the highest grade of positions. It is evident that certain qualities are more readily discernible through an examination of this kind than by a written examination, such as the ability to form a prompt judgment in an emergency or to grasp a difficult situation. The ability to act properly under such circumstances is determined by the submission of hypothetical cases to the candidates examined.

Investigation of the methods followed in examination of probation officers in New York State developed the fact that candidates were rated in part upon their personality as shown in the oral test, and after consideration the same plan was adopted in the examination for probation officers in New Jersey with signal success. The same method was later followed in the examination for agents of the Board of Children's Guardians and in other cases with equally good results. This method of determining the quick appreciation and humanitarian attitude of candidates as related to positions in which the personal element plays so important a part removes the objection sometimes urged against the practicality of a written mental examination as the sole method of determining adaptability for such work. When safeguarded by the combined judgment of a carefully selected board of examiners, as in the cases cited, it is unquestionably fair and

wise. I recommend the continuance of such tests for positions of the character indicated.

PUBLICITY.

During the past year every effort has been made to secure publicity of examinations. The newspapers of the State have liberally published reading notices of every examination, and similar notices have been sent to the county clerks of all the counties for posting on bulletin boards, or in other conspicuous places. Efforts have been made to reach all such organizations as the Charities Aid and Young Men's and Young Women's Christian Associations and others of a similar character. Additional plans for informing the citizens of the State of the opportunities offered, and municipal departments and institutions are being considered. This branch of the Commission's work is constantly growing, and is already reaching large proportions. It involves much labor and considerable expense, but is of such importance that it must be provided for.

GROWTH OF THE WORK.

The detailed work falling upon both the administrative and examination branches of the Civil Service is increasing very rapidly. The State Departments are rapidly growing; so too are the State institutions, and the departments in the City of Newark, now again under the Civil Service. New and important positions are being created for which candidates must be examined. The schedule for the next four months is by far the heaviest which has as yet been undertaken, and constant additions are being found necessary to meet actual needs. The mails bring inquiries from all parts of the State on all phases of the Commission's work, requiring prompt attention. There is no prospect of the work diminishing, but rather the reverse. It is evident that the present appropriation of twenty-five thousand dollars will be inadequate for the coming year, and it should be materially increased.

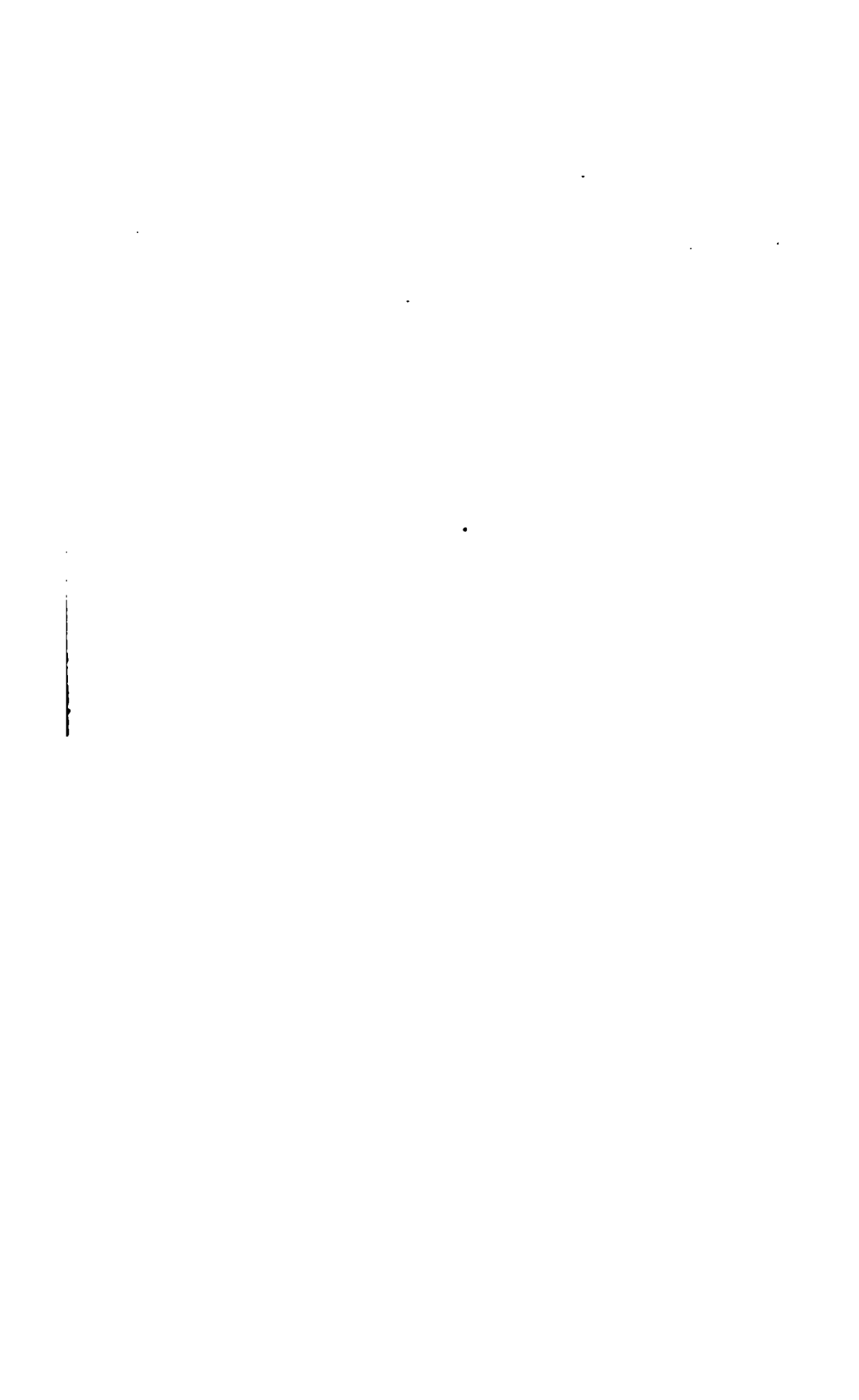
In conclusion, I beg to state that from all quarters come favorable reports of those appointed to positions as the result of Civil Service examination. There is no qualification, as far as I have been able to learn, to the commendation bestowed upon the commission for the thoroughness of its work and the benefit resultant to the State.

GARDNER COLBY,
Chief Examiner and Secretary.

December 31st, 1910.

APPENDIX I.

CLASSIFICATION OF POSITIONS



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Classification of Positions.

STATE.

Department of Accounts.

Unclassified.

Auditor.

Competitive Class.

Assistants,

Stenographer.

Adjutant-General

Unclassified.

Adjutant General,

Assistant Adjutant General.

Exempt Class.

Reason for Exemption.

Chief Clerk, Clerk of Dept., Sec. XIII (3).

Competitive Class.

Executive Clerk,

Correspondence Clerk,

Military Bookkeeper,

Clerk.

State Agricultural College, Department of Clay-Workings and Ceramics.

Unclassified.

Director and Instructor.

Competitive Class.

Scientific Assistant.

Non-Competitive Class.

Character of Services.

Janitors (2), Care of building.

Agricultural Experiment Station.

Unclassified.

Board of Managers,	Director.
<i>Exempt Class.</i>	<i>Reason for Exemption.</i>

Chief Clerk, Secretary and

Treasurer, Secretary of Board, Sec. XIII (3)

Field and Laboratory Assistant. Special Action of Commission,
see Appendix II.

Competitive Class.

Stenographer and Typewriter,	Horticulturist,
Assistant Stenographer,	Animal Husbandman,
Assistant Clerk,	Field and Greenhouse Assist-
Chemist,	ants,
Assistant Chemists,	Field Assistant,
Sampler and Assistants,	Farm Foreman,
Entomologist,	Janitor.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
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Night watchman, Watching building at night.

Office boy, General office boy work.

Labor Class.

Laborer.

State Board of Agriculture.

Unclassified.

Members of Board.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
----------------------	------------------------------

Secretary, Secretary of Board, Sec. XIII (3).

Treasurer, Special Action of Commission,
see Appendix II.

Competitive Class.

Stenographer and Typewriter.

Board of Agriculture.

(Insect and Nursery Inspection.)

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (3).

Competitive Class.

Entomologist,	Clerk.
Assistant Inspector,	

Short Courses in Agriculture.

Unclassified.

Director and Instructor,	Instructors,
Principal and Instructor,	Lecturers.
Assistant Instructor,	

Competitive Class.

Secretary and Stenographer.	Janitor (\$600).
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<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Grounds Assistants (2)	Care of grounds.
Herdsman,	Care of cattle.

Labor Class.

Laborer on farm.

State Board of Assessors.

Unclassified.

Members of Board.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (3).

Competitive Class.

Assistant Secretary,	Engineer,
Clerks,	Assistant Engineer,
Stenographer and Clerk,	Draftsman.
Clerical Assistants,	

Attorney-General.

Unclassified.

Attorney General.

Exempt Class.

Reason for Exemption.

Asst. Attorney General, . . . Deputy or First Asst., Sec. XIII (1).

General Legal Assistants, . . . Legal Assistant of Law Dept., Sec. XIII (2).

Competitive Class.

Clerk,

Stenographers.

Banking and Insurance Department.

Unclassified.

Commissioner.

Exempt Class.

Reason for Exemption.

Deputy Commissioner, Deputy, Sec. XIII (1).

Examiners of Banks and Trust Cos., . . . Special Act of Commission, see Appendix II

Actuary and Special Examiner, . . . Special Action of Commission, see Appendix II.

Examiner of Ins. Cos. (\$15 per day), . . . Special Action of Commission, see Appendix II.

Competitive Class.

Chief Clerk,

Examiner of Insurance Companies (\$2.50 per day),

Clerks,

Assistant Examiners of Banks and Trust Companies,

Stenographer,

Examiners of Buildings and Loan Associations,

Assistant Examiner of Insurance Companies.

Blind Commission for Ameliorating the Condition of the Blind in New Jersey.

Unclassified.

Teachers.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec. XIII (3).

State Home for Boys.

Unclassified.

Trustees,	Military Instructors,
Superintendent,	Teachers,
Cottage Managers (Instructors),	Assistant Cottage Managers (Instructors).

Exempt Class.

Reason for Exemption.

Chaplains, Special Action of Commission, see Appendix II.
 Physician, Officials who must be Physicians, Sec. XIII (5).

Competitive Class.

Assistant Superintendent,	Assistant Engineers,
Parole Officer,	Watchman,
Bookkeeper,	Carpenter,
Dentist.	Mason and Assistant Cottage Manager,
Stenographer,	Blacksmith and Cottage Manager,
Printer,	Shoemaker and Assistant Cottage Manager,
Relief Officer and Painter,	Gardener,
Relief Officer and Gardener,	Office Assistant.
Assistant Officer and Musical Instructor,	
Farmer,	
Chief Engineer,	

Non-Competitive Class.

Character of Services.

Coachman,	Driving.
Laundress,	Washing.
Tailoress,	Mending clothes.
Assistant Tailoress,	Mending clothes.
Matrons (8),	Helping in dining-room.
Assistant Matron,	Helping in dining-room.

Labor Class.

Laborer,	Farm Hand.
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Interstate Bridge Commission.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec. XIII (3).

Burial of Dead Bodies Thrown Upon the Shores of the State by Shipwreck.

Non-Competitive Class.

Character of Services.

Custodians (3), Burial of bodies, care of graves.

First Troop Cavalry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Non-Competitive Class.

Character of Services.

Groom, Care of troopers' horses.

Second Troop Cavalry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Clerk in Chancery.

Unclassified.

Clerk in Chancery.

Exempt Class.

Reason for Exemption.

Chief Clerk, Clerk of Department, Sec. XIII (3).

Competitive Class.

Clerks,

Stenographers,

Copyists,

Enrollers.

Bookkeepers,

Charities and Corrections.

Unclassified.

Commissioner, Assistant.

Exempt Class. Reason for Exemption.

Assistant, Deputy or First Assist., Sec. XIII (1).

Competitive Class.

Secretary and Stenographer, Inspectors.

Assistant Architect,

Board of Children's Guardians.

Unclassified.

Members of Board, Assistant Commissioner.

Commissioner,

Competitive Class.

General Agent, Bookkeeper,
Agents, Stenographer,
Agents and Buyer, Assistant Stenographer.

Civil Service Commission.

Unclassified.

Commissioners.

Exempt Class. Reason for Exemption.

Chief Examiner and Secretary..Special action of Commission.
See Appendix II.

Competitive Class.

Assistant Secretary, Stenographers.

Non-Competitive Class. Character of Services.

Registrars of Labor (4), Registering Laborers.

Comptroller.

Unclassified.

Comptroller.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Deputy Comptroller,	Deputy, Sec. XIII (1).

Competitive Class.

Chief Clerk,	Stenographer.
Clerks,	

Court of Chancery.

Unclassified.

Chancellor.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Vice-Chancellors,	Special Action of Commission, see Appendix II.
Advisory Masters,	Special Action of Commission. see Appendix II.
Stenographers,	Secretaries or Stenographers of Judge, Sec. XIII (4).
Reporter,	Special Action of Commission. see Appendix II.
Sergeants-at-Arms,	Special Action of Commission. see Appendix II.

Circuit Court.

Unclassified.

Judge.

Competitive Class.

Court Crier,	Sergeant-at-Arms,
Interpreter,	Stenographer.

County Court.

Unclassified.

Judge,

Competitive Class.

Clerk,	Probation Officer,
Deputy Clerk,	Assistant Probation Officer,
Crier,	Interpreter,
Stenographer,	Sergeant-at-Arms.
Clerk to Grand Jury.	

Non-Competitive Class.

Character of Services.

Morgue Keeper,	Taking care of morgue.
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District Court.

Unclassified.

Judges.

Competitive Class.

Clerk,	Sergeant-at-Arms,
Deputy Clerk,	Assistant Clerk.
Assistant Sergeant-at-Arms,	

Court of Errors and Appeals.

Unclassified.

Justices,	Clerk.
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Exempt Class.

Reason for Exemption.

Sergeants-at-Arms,	Special Action of Commission, see Appendix II.
Docket and Calendar Clerk, ...	Special Action of Commission, see Appendix II.

Court of Pardons.

Exempt Class.

Reason for Exemption.

Clerk of Court,	Clerk of Department, Sec. XIII (3).
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Supreme Court.

Unclassified.

Justices.

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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Reporter,	Special Action of Commission, see Appendix II.
Sergeants-at-Arms,	Special Action of Commission, see Appendix II.

<i>Competitive Class.</i>	
Court Crier,	Interpreter.
Stenographer,	

School for the Deaf.

<i>Unclassified.</i>	
Superintendent,	Physical Director and Super-
Teachers,	visor (Instructor),
Assistant Supervisors (In-	Instructors.
structors),	

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Physician,	Officials who must be Physicians, Sec. XIII (5).

<i>Competitive Class.</i>	
Secretary,	Gardener,
Treasurer,	Engineer,
Steward,	Supervisors,
Matron,	Watchman.
Bookkeeper,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Cooks (7),	Cooking for scholars.
Laundresses (6),	Washing for scholars.
Nurse,	Nursing sick.
Waitress,	Waiting on table.
Maids (4),	General Housework.
Cleaners (2),	General utility work.

Board of Education.

<i>Unclassified.</i>	
Members of Board.	
<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (5).

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Competitive Class.

Clerk,

Manager of Bureau of Information.

Non-Competitive Class.

Character of Services.

Appointive Member Board of

Examiners (I),Assisting in examinations.

Commission of Industrial Education.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Secretary and Executive Officer, . . . Secretary of Commission.
Sec. XIII (3).

Competitive Class.

Assistants to Secretary. **Stenographer.**

Commission on Employers' Liability.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec. XIII (3).

Village for Epileptics.

Unclassified.

Board of Managers,
Superintendent,

Principal,
Teachers.

Exempt Class.

Reason for Exemption.

Physicians, Officials who must be Physi-
cians, Sec. XIII (5).

Secretary of Board, Secretary of Board, Sec. XIII
(3).

Secretary of Superintendent, . . . Secretary of Principal Executive Officer, Sec. XIII (4).

Record Clerk, Special Action of Commission,
see Appendix II.

Competitive Class.

Clerk,	Head Mechanic,
Assistant Clerk,	Engineers,
Steward,	Blacksmith and Wheelwright,
Storekeeper,	Head Farmer.
Supervisors,	

*Non-Competitive Class.**Character of Services.*

Seamstress (2),	Sewing for patients.
Attendants (33),	Nursing and attending patients.
Cooks (17),	Cooking for patients.
Housekeepers (6),	Taking care of housework.
Repairmen (2),	General utility work.
Laundress,	Washing for patients.
Assistant Laundresses (3),	Washing for patients.
Waitress and Chambermaid, ...	Waiting and house-cleaning.
Butcher,	Buying meat, etc.
Upholsterer and repairman, ...	Upholstering and repairs.
Gardeners (2),	Care of garden.
Assistant Gardeners (2),	Care of garden.
Driver,	Driving.
Handyman,	General utility man.
Dairymen (2),	In charge of cows and dairy.
Foreman,	Farm work.
Deliveryman,	Delivering groceries to cottage or buildings.
Cleaners	Cleaning.
Civil Engineer,	Surveying.
Carpenters (8),	Building and repairing.
Assistant Storekeeper,	Charge of materials.
Dentist,	Dental work.
Telephone Operator,	Attends to telephone.
Helpers to Carpenters (3), ...	Building and repairing.
Masons (10),	Building and repairing.
Helpers to Masons (3),	Building and repairing.
Painters (6),	Painting new and old buildings.
Farm Hands (27),	Working on farm.
Assistant Seamstress	Sewing for patients.
Corn Huskers (6),	Husking corn.

Executive Department.

Unclassified.

The Governor,

The Secretary to the Governor.

Exempt Class.

Reason for Exemption.

Assistant Secretary,Special Action of Commission,
see Appendix II.

Executive Clerk, Special Action of Commission,
see Appendix II.

Competitive Class.

Stenographer.

Home for the Care and Training of Feeble-Minded Women.

Unclassified.

Board of Managers, Teachers.	Superintendent and Medical Director.
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Exempt Class.

Reason for Exemption.

Treasurer,Special Action of Commission,
see Appendix II.

Assistant Physician, Officials who must be Physicians, Sec. XIII (5).

Secretary, Secretary of Board, Sec. XIII
(3).

Competitive Class.

Stenographer and Clerk, Night Fireman,

Matron and Housekeeper, Head Engineer,

Baker, Gardener,

Head Farmer, Treasurer,

Carpenter. Clerk.

Non-Competitive Class.

Character of Services.

Chambermaid and Waitress, . . . Housework and waiting.

Head Cook,Cooking for patients.

Assistant Cooks (3),Cooking for patients.

Night Watch and Nurse,Watching and nursing patients.

Hospital Day Nurse, Nursing patients.

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Epileptic Day Nurse, Nursing patients.
Dressmaker and Attendants, Making clothes and attending
(3) patients.
Waitress, Waiting in dining-room.
Mending Room and Attendant, Mending clothes and attending
patients.
Assistant Farmers (4), Working on farm.
Mattress Maker and Attendant, Making mattresses and attend-
ing patients.
Laundresses (2), Washing for patients.
Attendants (9), Attending patients.
Helper, Utility work.

Labor Class.

Laborers.

Farnum Preparatory School.

Unclassified.

Principal,

Teachers.

Exempt Class.

Reason for Exemption

Treasurer, Special Action of Commission.
see Appendix II.

Competitive Class.

Janitor.

Battery A, Field Artillery, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Battery B, Field Artillery, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Board of Fish and Game Commissioners.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
cretary and Forester,	Secretary of Board, Sec. XIII (3).

Competitive Class.

otector,	Stenographer.
ardens,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
ok (1),	Cooking on boat.

Forest Park Reservation Commission.

Unclassified.

embers of Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption</i>
cretary and Forester,	Secretary of Board, Sec. XIII (3).

Competitive Class.

enographer,	Fire Warden.
erk,	Assistant Forester.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
ardens (5),	Care of forests.
re Watcher,	Work around forests.

Geological Survey.

Unclassified.

oard of Managers,	State Geologist.
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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
ologists,	Special Action of Commission, see Appendix II.
leontologists,	Special Action of Commission, see Appendix II.

Competitive Class.

opographer and Consult-	Chemist,
ing Engineer,	Clerks,
eld Assistants,	Assistants in Soil Survey,
isistant Stenographers,	Draughtsman.

Labor Class.

nitor (\$10 per month).

State Home for Girls.

Unclassified.

Board of Managers,	Teachers,
Superintendent,	Military Instructor.
<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (3).
Physician,	Official who must be Physician, Sec. XIII (5).
Treasurer, ..	Special Action of Commission, see Appendix II.

Competitive Class.

Farm Superintendent,	Half-Day Relief,
Assistant Superintendent,	Watchmen,
Clerk,	Nurse,
Assistant Clerk,	Parole Officer,
Matrons,	Engineer,
Officers,	Assistant Engineer,
Vacation Relief,	Night Watch.
Whole-Day Relief,	

Non-Competitive Class.

Character of Services.

Dressmaker,	Sewing-room and care of girls in dining-room.
Assistant Dressmaker,	Mending-room.
Farmer,	Care of farm.
Graders (3),	General work on grounds.
Coachman,	Driving and working on farm.
Gardener,	Taking care of garden.
Laundresses (3),	Washing for inmates.
Bookkeeper (1),	Occasional help on books.

Labor Class.

Laborers and Teamsters.

State Board of Health.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XIII
(3).

Competitive Class.

Chief Clerk,	Bacteriologist,
Assistant Secretary and Chief of Division,	Laboratory Assistant,
Inspectors,	Chiefs of Divisions,
State Sanitary Inspector,	Analysts,
Chief of Division and State	Assistant Chiefs of Divisions,
Registrar of Vital Statistics,	Clerks,
Assistant Registrar and Clerk.	Clerk and Stenographer.

High School Inspection.

Unclassified.

High School Inspector.

New Jersey State Hospital at Morris Plains.

Unclassified.

Board of Managers,	Warden.
Medical Director,	

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XIII
(3).

Assistant Physicians, Officials who must be Physi-
cians, Sec. XIII (5).

Medical Interne, Officials who must be Physi-
cians, Sec. XIII (5).

Competitive Class.

Treasurer,	Foreman, Carpenters,
Bookkeepers,	Carpenters,
Assistant Bookkeepers,	Foreman, Mason,
Stenographers,	Mason,
Storekeepers,	Head Coachman,

Baker,	Foreman, Dairy,
Tailor,	Foreman, Farm,
Upholsterer,	Blacksmith,
Assistant Upholsterer,	Butcher,
Shoemaker,	Foreman, Sewerage Disposal
Laundry Foreman,	Plant,
Chef,	Foreman, Garden.
Dietitian,	Florist,
Assistant Machinist,	Foreman, Grading. Ditching,
Stokers,	etc.,
Dynamo Tenders in Mechanical Department,	Foreman, Hennerly,
Tinsmith,	Man in charge of Annex Kitchen,
Machinist,	Pharmacist,
Plumber,	Clerk and Medical Electrician,
Steam Fitter,	Chief Supervisors,
Foreman, Gas Plant,	Assistant Supervisors,
Gas Men,	Path. Laboratory Assistant.
Fireman,	Hydrotherapeutist,
Foreman, Painters,	Watchman.
Painters,	

*Non-Competitive Class.**Character of Services.*

Assistant Tailors (2),	Mending clothes.
Assistant Bakers (3),	Working in bakery.
Dressmakers (4),	Working in sewing-rooms.
Laundry Help (39),	Laundry work.
Kitchen Help (43),	Kitchen work.
Men in charge of Vegetable Room (2),	Custody of vegetables.
Men in charge of Dining-room,	Working in dining-room.
Man in charge of Butter Room,	Care of butter and stores.
Man in charge of Bread Room,	Care of bread.
Man in charge of Milk Room,	Care and distribution of milk.
Coachmen (2),	Care of horses.
Coachman's Helper,	Care of horses.
Milkers (7),	Care of cows.
Assistant Butcher,	Care of meats.

Helpers in Sewerage Disposal..	
Plant (3),	Working in sewerage plant.
Helpers on Railroad Tracks (2), Care of railroad tracks.	
Helpers in Hennery (3), Care of hens.	
Helpers in Mechanical Depart-	
ment (3),	Helping machinists.
Painter's Helper, Helping painter.	
Carpenter's Helpers (2), Helping in carpentering work.	
Mason's Helpers (3), Helping in mason work.	
Florist's Helpers (7), Care of flowers.	
Helpers in Gas House (3), Work in gas house.	
Truckman, Deliveryman.	
Janitor, Helper.	
Gardeners (8), Care of garden.	
Men in charge of working pa-	
tients in Garden (13),	Working in garden with pa-
	tients.
Plumber's Helper, Helping plumber.	
Cableman, Cable car conductor.	
Cleaner, General utility man.	
Utility men (2), Handyman.	
Dairymen (3), Dairy work.	
Laundry Engineer, Runs engine in laundry.	
Storeroom Messengers (2), ... Carrying messages.	
Special Day Patrol (2), Watching and patrolling.	
Upholsterer's Helper, Helping in upholstering dept.	
Men in charge working patients	
doing grading, ditching, etc.	
(4),	Working at ditching with pa-
	tients.
Man in charge of working pa-	
tients on grounds,	Working on grounds with pa-
	tients.
Man in charge of working pa-	
tients handling freight, etc.,..	Handling of freight with pa-
	tients.
Man in charge of Telephone, .. Telephone operator.	

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Man in charge of Steam Boilers

in Annex Building, In charge of steam boilers.

Foreman on Railroad Tracks, .. Care of railroad tracks.

Attendants (33), Nursing patients.

Nurses (178), Nursing patients.

Barbers (2), Shaving and cutting hair of patients.

Assistant Barber, Shaving and cutting hair of patients.

Waitresses (15), Waiting in dining-room.

Chambermaids (10), Care of rooms.

Waitresses and Chambermaids

(2), Care of rooms and waiting in dining-room.

Maid, General cleaning.

Assistants in Machine Shop and

Firemen(2), Helping in machine shop.

Drivers (8), Driving.

Ushers (3), Looking after visitors and operating telephone.

Night Watchmen (3) (\$1.50), Watching building at night.

Cable Car Conductors (2)..... Attending cable car.

Farm Hands (6), Helping on farm.

Blacksmith's Helper, Assistant to blacksmith.

Labor Class.

Men in charge of cows,

Men in charge of pigs,

Stableman,

Laborers.

New Jersey State Hospital at Trenton.

Unclassified.

Board of Managers,

Medical Director,

Warden,

Vocal Instructor,

Exempt Class.

Reason for Exemption.

Physicians, Officials who must be Physicians, Sec. XIII (5).

Secretary, Secretary of Board, Sec. XIII (3).

Competitive Class.

Treasurer,	Head Dairyman,
Auditor,	Baker,
Bookkeeper,	Masons,
Stenographers,	Librarian,
Clerks,	Housekeeper of Nurses' Home,
Engineers,	Night Supervisor,
Assistant Engineer,	Pharmacist,
Machinist,	Superintendent of Nurses,
Fireman,	Supervisors,
Plumber,	Assistant Druggist,
Electrician,	Watchmen,
Carpenters,	Overseer Kitchens,
Painters,	Farmer,
Tailors,	Gardeners,
Miller,	Storekeeper,
Copyist,	Superintendent of Laundry.

*Non-Competitive Class.**Character of Services.*

Drivers (4),	Driving laundry wagon.
Hand Ironers (7),	Ironing patients' clothes.
Coal Passers (4),	Shoveling coal.
Mason's Helper (1),	Helping in mason work.
Seamstresses (8),	Sewing patients' clothes.
Attendants (119),	Nursing patients.
Nurses (105),	Nursing patients.
Ushers (4),	Looking after visitors.
Upholsterers (3),	Upholstery work.
Dairymen (4),	Dairy work.
Cooks (3),	Cooking.
Domestics (27),	Kitchen and house work.
Janitress (1),	Cleaner.
Plumber's Helper (1),	Helping Plumber.
Assistant Supervisor (1),	Assistant to Supervisor.
Laboratory Assistants (3),	Helping in Laboratory.
Farm Hands (10),	Farm work.
Butchers (2),	Charge of meat.
Garden Hands (10),	Care of garden.

Charwoman, Cleaner.

Officers and Enlisted Men.

Competitive Class.

Janitor.

Third Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Competitive Class.

Armorer,

Assistant Armorers.

Fourth Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Competitive Class.

Assistant Armorer,

Fireman.

Non-Competitive Class.

Character of Services.

Target Markers (10), Marking and pasting hits and
working electric annunciators.

Labor Class.

Charwoman.

Fifth Regiment Infantry, N. G. N. J.

Unclassified.

Officers and Enlisted Men, Assistant Armorer.

Assistant Custodian,

Competitive Class.

Armorer.

Construction of Inland Waterways.

Unclassified.

Commissioner.

Exempt Class.

Reason for Exemption.

Stenographer and Clerk, Stenographer of Principal Executive Officer, Sec. XIII (4).

Competitive Class.

Engineer,	Boatman with Launch,
Consulting Engineer,	Captain of Boat,
Assistant Engineer,	Flagman,
Transitman,	Inspector,
Recorder,	Draughtsman.

Non-Competitive Class.

Character of Services.

Gauge-reader (1),	Tending tide gauge.
Cooks (2),	Cooking on boat.
Helpers (2),	General utility work.

Bureau of Statistics of Labor.

Unclassified.

Chief,	Deputy.
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Competitive Class.

Clerks,	Stenographer.
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Department of Labor.

Unclassified.

Commissioner,	Inspectors.
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Exempt Class.

Reason for Exemption.

Assistant Commissioner,	First Assistant, Sec XIII (1).
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Competitive Class.

Clerk,	Stenographer,
Assistant Clerk,	Special Inspector.

Non-Competitive Class.

Character of Services.

Janitors (2),	Cleaning.
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Public Library Commission.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Secretary,	Secretary of Commission, Sec XIII (3).
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Competitive Class.

Organizer,

Assistant.

State Library.

Unclassified.

Commissioners,

State Librarian.

Competitive Class.

Law Librarian,

Reference Librarian.

Live Stock Commission.

Unclassified.

Commissioners.

Exempt Class.

Reason for Exemption.

Executive Officer and Secretary,

Secretary of Commission, Sec. XIII (3).

Motor Vehicles.

Exempt Class.

Reason for Exemption.

Commissioner, Special Action of Commission.
see Appendix II.

Competitive Class.

Agents (salaried),

Inspectors.

Chief Inspector,

Non-Competitive Class.

Character of Services.

Agents (fees) (24), Issue certificates, etc.

State Museum.

Unclassified.

Members of Commission,

Curator.

Competitive Class.

Stenographer and Clerk.

First Battalion Naval Reserve.

Unclassified.

Officers and Enlisted Men.

Second Battalion Naval Reserve.

Unclassified.

Officers and Enlisted Men, Shipkeepers.

Oyster and Clam Commission.

Unclassified.

Commissioner.

State Oyster Commission, District Atlantic County.

Unclassified.

Commissioners, Superintendent.

Competitive Class.

Captain-Engineer, Surveyor.

Local Adviser,

Non-Competitive Class. *Character of Services.*

Guards (5), Patrolling oyster grounds.

State Oyster Commission, Delaware Bay.

Unclassified.

Commissioners.

Exempt Class. *Reason for Exemption.*

Secretary, Secretary of Commission, Sec.
XIII (3).

Competitive Class.

Captain of Guard Boat, Chief Engineer,

Assistant Officer, Assistant Engineer.

Superintendent,

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Steward,	Cooking on guard boat.
Inspector,	Inspecting planting.
Captains of Guard Boat (2), ..	Operating patrol boats.
Watchman (2),	Watching beds.

State Oyster Commission, District Ocean County.

Unclassified.

Superintendent,	Commissioners.
<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Watchmen (4),	Watching beds.

Commissioners of the Palisades Interstate Park.

Unclassified.

Commissioners.

Competitive Class.

Chief Marshal,	Patrolmen.
Marshal,	

Prosecutor of the Pleas.

Unclassified.

Prosecutors,

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Assistant Prosecutor,	Assistants of Prosecutors, Sec. XIII (2).

Competitive Class.

Chief of Detectives,	Prosecutor's Detective,
Detectives,	Grand Jury Stenographer.
Stenographer,	

Department of Preservation of Records.

Unclassified.

Members of Commission.

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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Clerks,	Special Action of Commission, see Appendix II.

New Jersey State Prison.

Unclassified.

Board of Inspectors,	Moral Instructor (appointed by
Principal Keeper,	the Governor).
Supervisor,	Teachers.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Physician,	Official who must be physician, Sec. XIII (5).
Resident Physician,	Official who must be Physician, Sec. XIII (5).
Moral Instructor,	Special Action of Commission, see Appendix II.

Competitive Class.

Prison Clerk,	Gatekeeper,
Supervisor's Clerk,	Engineer,
Assistant Keeper's Clerk,	Laundry Keeper,
Centerkeeper,	Shop Keeper,
Interpreter,	Tower Keeper,
Parole Agent,	Shop Hall Keeper,
Matron,	Assistant Shop Keeper,
Assistant Matron,	Hall Keeper,
Doorkeeper,	Extra Keeper,
Master Mechanic,	Night Center Keeper,
Marshal,	Night Deputy,
Storekeeper,	Substitute Keeper,
Commissary,	Day Keeper,
Assistant Commissary,	Night Keeper,
Hospital Steward,	Probationary Keeper.
Hospital Keeper,	

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Coachman,	Driver of Prison carriage.
Teamster,	Carting garbage and stable work.

Gardener,General outside work around residence.

Department of Public Instruction.

Unclassified.

State Superintendent.

Exempt Class.

Reason for Exemption.

Assistant State Superintendent, First Assistant, Sec. XIII (1).

Competitive Class.

Chief of Examination Bureau, Clerks.

Chief Clerk,

Non-Competitive Class.

Character of Services.

Register Examiners (5),Examining school registers.

Department of Quarantine.

Unclassified.

Health Officer.

Non-Competitive Class.

Character of Services.

Deputy Health Officer,At service of Health Officer.

Department of Quartermaster-General.

Unclassified.

Quartermaster-General,

Military Storekeeper.

Camp Ground Employes,

Exempt Class.

Reason for Exemption.

Deputy or First Assistant,Deputy, Sec. XIII (1).

Clerk, Private Secretary and

Stenographer,Secretary of Principal Officer,
Sec. XIII (4).

Clerk,Clerk of Department, Sec. XIII
(3).

Competitive Class.

Machinist,

Supt. of Camp Grounds,

Carpenters,

Engineer.

Clerk in Arsenal,

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<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Man in care of Clothes in Arsenal (1),	Care of military clothing.

	<i>Labor Class.</i>
Laborers,	Teamsters.

Railroad and Canal Revaluation.

Unclassified.

Expert in Charge.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Machinery Expert,	Special Action of Commission, see Appendix II.
Signal Expert,	Special Action of Commission, see Appendix II.
Chief Confidential Clerk,	Special Action of Commission, see Appendix II.
Draughtsman and Computer, ..	Special Action of Commission, see Appendix II.
Map Tracers,	Special Action of Commission, see Appendix II.
Confidential Examiner,	Special Action of Commission, see Appendix II.
Special Assistant,	Special Action of Commission, see Appendix II.
Computers,	Special Action of Commission, see Appendix II.
Confidential Statistician,	Special Action of Commission, see Appendix II.
Confidential Stenographers, ...	Special Action of Commission, see Appendix II.

Competitive Class.

Chief Engineer,	Head Chainmen,
Office Engineer,	Chainmen,
Assistant Engineers,	Field and Office Ass't Engineer.
Field Assistants,	Assistant Stenographers.

<i>Non-Competitive Class.</i>	<i>Character of Service.</i>
Janitor,	General duties of janitor.

Board of Public Utility Commissioners.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Board, Sec. XIII (3)

Competitive Class.

Chief Inspectors,	Inspectors,
Assistant Inspector,	Stenographers.

New Jersey Reformatory.

Unclassified.

Board of Managers,	Moral Instructors,
General Superintendent,	Instructors.
Principal,	

Exempt Class.

Reason for Exemption.

Deputy Superintendent, Deputy or First Assistant, Sec. XIII (1).

Competitive Class.

Chief Engineer,	Assistant Bertillon Operator,
Chief Clerk,	Guards,
Parole Officer,	Hospital Steward,
Center Keepers,	Armed Guard,
Assistant Engineers,	Stenographer,
Storekeeper,	Captain of Day Guards.
Medical Director,	

Non-Competitive Class.

Character of Services.

Teamsters (3),	Trucking, freight, etc.
Barn Men (2),	General barn work.
Organist (1),	Plays organ in institution.

Public Reports.

Unclassified.

Commissioner of Reports.

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<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Stenographer,	Secretary Principal Executive Officer, Sec. XIII (4).

Riparian Rights.

Unclassified.

Commissioners.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary and Engineer,	Secretary of Commission, Sec. XIII (3).

Competitive Class.

Clerk and Stenographer.

Department of Public Roads.

Unclassified.

Commissioner.

Competitive Class.

State Supervisor of Public Roads,	Clerk,
Secretary to Commissioner,	Chauffeur,
	Supervisors.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Road Supervisors (91),	Supervising road building and repairs.

Manual Training and Industrial School for Colored Youth.

Unclassified.

Principal,	Preceptress and Teacher,
Registrar,	Teachers.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Physician,	Official who must be Physician, Sec. XIII (5).
Treasurer,	Special Action of Commission, see Appendix II.

Competitive Class.

Janitor.

Non-Competitive Class.

Character of Services.

Laundress (1), Laundry work.

Labor Class.

Farm Hand.

Montclair State Normal School.

Unclassified.

Principal,

Teachers.

Exempt Class.

Reason for Exemption.

Treasurer, Special Action of Commission,
see Appendix II.

Competitive Class.

Engineer and Janitor,

Janitor,

Assistant,

Fireman,

Stenographer,

Night Watchman and Fireman.

Librarian,

Labor Class.

Laborers.

State Normal School at Trenton.

Unclassified.

Principal,

Teachers.

Exempt Class.

Reason for Exemption.

Secretary, Secretary Executive Officer, Sec.
XIII (4).

Treasurer, Special Action of Commission,
see Appendix II.

Competitive Class.

Steward,

Assistant Engineer,

Matron,

Manager of Boarding Hall,

Clerk,

Baker,

Janitor,

Cook,

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Mechanic,	Fireman,
Engineer,	Housekeeper,
Night Watchman,	Watchman.

Non-Competitive Class.

Character of Services.

Janitor's Help (2),	Cleaning, etc.
Office Boy,	General errand boy.
Nurse,	Nursing and charge of laundry
Assistant Nurse,	Housekeeping.
Receiver,	Receiving and checking stores.
Cook (1),	Cooking for scholars.
Assistant Cooks (2),	Cooking for scholars.
Waiter (1),	Waiting on table.
Waitresses (16),	Waiting on table.
Person in charge of Pantry,	Care of pantry.
Porters (2),	Cleaning and moving, etc.
Chambermaids (7),	Cleaning rooms.
Laundry Help (7),	Washing.
Assistant Bakers (2),	Working in bakery.
Scrubber,	General cleaning.
Sweepers (2),	Sweeping.

Secretary of State.

Unclassified.

Secretary of State.

Exempt Class.

Reason for Exemption.

Assistant Secretary of State, ...	First Assistant, Sec. XIII (1).
Custodian of Records,	Special Action of Commission. see Appendix II.

Competitive Class.

Secretary to Assistant Secre-	Cashier and bookkeeper,
tary of State,	Stenographers,
Clerks,	Copyists,
Archivist and Statistician,	Recorder,
Office Boy,	Indexer.

Passaic Valley Sewerage Commission.

Unclassified.

Members of Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Commission, Sec. XIII (3).
Treasurer,	Special Action of Commission, see Appendix II.

Bureau of Shell Fisheries.

Unclassified.

Chief of Bureau.

Competitive Class.
Clerk and Stenographer.

Small Arms Practice, N. G. N. J.

Unclassified.

Officers and Enlisted Men.

Competitive Class.
Clerk, Stenographer and Typewriter.

New Jersey Home for Disabled Soldiers (Kearny).

Unclassified.

Members of Board of Managers, Superintendent.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Chaplain,	Special Action of Commission, Appendix II.
Surgeon,	Official who must be Physician, Sec. XIII (5).

Competitive Class.

Adjutant, Assistant Engineer,
Quartermaster, Firemen,
Matron, Tailor.
Engineer,

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<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Nurses (6),	Nursing sick and infirm inmates.
Stableman (1),	Care of stable.
Cooks (3),	Cooking for inmates.
Baker	Baking.
<i>Labor Class.</i>	
Teamster,	Charwoman.

New Jersey Home for Disabled Soldiers, Sailors or Marines and their Wives and Widows (Vineland).

<i>Unclassified.</i>
Members of Board of Managers.
Commandant.
<i>Exempt Class.</i>
Secretary,
Surgeon,
Treasurer,
Reason for Exemption.
Secretary of Principal Officer, Sec. XIII (4).
Official who must be Physician, Sec. XIII (5).
Special Action of Commission, see Appendix II.

<i>Competitive Class.</i>
Adjutant,
Assistant Adjutant,
Matron,
Assistant Matron,
Watchman,
Engineer,
Fireman,
Janitor,
Carpenters.

<i>Non-Competitive Class.</i>	<i>Character of Services.</i>
Gardeners (2),	Working in Garden.
Nurses (3),	Nursing sick and infirm inmates.
Assistant Nurses (5),	Nursing sick and infirm inmates.
Laundry Help (20),	Washing for inmates.
Cooks (2),	Cooking for inmates.
Waiters (6),	Waiting on table.

Kitchen Maids (9), Assisting in kitchen.
 Hostler (1), Care of horses.
 Assistants in Linen Room (4), . Charge of linen.
 Chambermaids (4), General chamber work.
 Elevator Conductors (2), Charge of elevator.
 Poultry Man (1), Charge of poultry.
 Messenger (1), Carrying messages.
 Helpers (10), Utility men.
 General Workman (1), Handy man.

State House Commission.

Unclassified.

Members of Commission.

Competitive Class.

Custodian,	Assistant Document Clerk,
Assistant Custodian,	Foreman,
Chief Engineer,	Fireman,
Mail Clerk,	Janitrix,
Messenger in Library,	Electrician,
Messenger to Governor,	Man in charge of Geological
Telegraph Operator,	Museum,
Document Clerk,	Carpenters,
Night Custodian,	State Printer,
Night Watchman,	Telephone Operator.
Elevator Conductors,	

Labor Class.

Laborers.

Commission for Revision of Public Statutes.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec. XIII (3).

Competitive Class.

Assistant Clerk, Assistant to the Commission.

Summer School.

Unclassified.

Teachers.

Clerk of Supreme Court.

Unclassified.

Clerk of Supreme Court.

Exempt Class.

Reason for Exemption.

Deputy Clerk, Deputy, Sec. XIII (1).

Competitive Class.

Clerks,

Stenographer,

Bookkeeper,

Typewriters,

Assistant Bookkeeper,

Recorder.

County Boards of Taxation.

Unclassified.

Members of Board.

Exempt Class.

Reason for Exemption.

Secretary or Clerk, Clerk of Board, Sec. XIII (3)

Competitive Class.

Clerk,

Messenger.

Stenographer,

Equalization of Taxes.

Unclassified.

Members of Board.

Competitive Class.

Clerk,

Stenographer.

Assistant Clerk,

Board of Trustees of the Teachers' Retirement Fund.

Unclassified.

Members of Board.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (3).

Competitive Class.

Stenographer.

Board of Tenement House Supervision.

Unclassified.

Members of Board.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Board, Sec. XIII (3).

Competitive Class.

Plan Examiner,	Stenographer,
Assistant Plan Examiner,	Typewriter,
Clerks,	Inspectors,
Clerk and Messenger,	Typewriter and Clerk.

State Treasurer.

Unclassified.

State Treasurer.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Deputy Treasurer,	Deputy, Sec. XIII (1).

Competitive Class.

Chief Clerk,	Messenger,
General Bookkeeper,	Stenographers and Clerks,
Bookkeeper,	Clerks.

Commission on Tuberculosis in Animals.

Unclassified.

Members of Commission.

<i>Exempt Class.</i>	<i>Reason for Exemption.</i>
Secretary,	Secretary of Commission, Sec. XIII (3).

Competitive Class.

Assistant Inspector, Stenographer.

Sanatorium for Tuberculous Diseases.

Unclassified.

Members of Board of Man- Superintendent.
agers,

Exempt Class.

Reason for Exemption.

Assistant Chief Physicians, Officials who must be Physi-
cians, Sec. XIII (5).

Medical Examiners, Officials who must be Physi-
cians, Sec. XIII (5).

Secretary and Treasurer, Special Action of Commission.
see Appendix II.

Competitive Class.

Superintendent of Nurses	Fireman,
and Matrons,	Chef,
Assistant Matron,	Baker,
Clerk and Bookkeeper,	Foreman,
Stenographer,	Engineer,
Night Watchman,	Night Engineer,
Carpenters,	Masons.

Non-Competitive Class.

Character of Services.

Driver (1), Driving for institution.

Assistant Cooks (3), Cooking for patients.

Nurses (5), Nursing patients.

Assistant Nurses (1), Nursing patients.

Attendants (4), Nursing patients.

Chief Laundress (1), Washing for patients.

Laundry Engineer and Attend-
ant (1), General helper.

Laundresses (9), Washing for patients.

Assistant Chef, Charge of cooking.

Kitchen Help (2), Working in kitchen.

Storekeepers (2), Charge of stores.

Orderlies (4), General helpers.
 Maids and Waitresses (23), ... Housework and waiting.
 Teamsters (16), Carting supplies.
 Painters (2), Painting on buildings.
 Dishwashers (2), Washing dishes.
 Janitor (1), Care of building.
 Orderly—Attendants (2), General helpers and nursing.

Labor Class.

Laborers.

Vessels Navigating Above Tide Water.

Unclassified.

Chief Inspector, Assistant Inspector.

The State Water-Supply Commission.

Unclassified.

Members of Commission.

Exempt Class.

Reason for Exemption.

Secretary, Secretary of Commission, Sec.
 XIII (3).

Competitive Class.

Chief Engineer, Stenographer,
 Assistant Engineer, Rodman.

Non-Competitive Class.

Character of Services.

Gauge Station Keepers (13),... Care of gauge station, reading
 gauge, etc.

APPENDIX II.

Additions Made to Exempt Class
under Section 13 (6) of Civil
Service Law.



Additions to Exempt Class by Special Action of the Civil Service Commission.

**Field and Laboratory Assistant, Agricultural Experiment
Station—State Service.**

Reason for Exemption.—Examination impracticable.

Treasurer, State Board of Agriculture.

Reason for Exemption.—Member of Board of Managers for a fixed term acting as treasurer.

**Actuary and Special Examiner, Department of Banking and
Insurance—State Service.**

Reason for Exemption.—Examination not practicable. Position filled by a professional actuary.

**Examiners of Bank and Trust Companies, Department of
Banking and Insurance—State Service.**

Reason for Exemption.—Examination not practicable. Position of a very confidential character.

**Examiners of Insurance Companies, Department of Banking
and Insurance—State Service.**

Reason for Exemption.—Same as Examiners of Bank and Trust Companies.

Chaplain, State Home for Boys.

Reason for Exemption.—Same as Moral Instructors and Chaplains, State Prison.

Vice-Chancellors, Court of Chancery—State Service.

Reason for Exemption.—Examination not practicable. Should have been placed by law in Unclassified Service.

Advisory Masters, Court of Chancery—State Service.

Reason for Exemption.—Examination not practicable. Duties purely judicial and requiring qualifications not readily determined by examination.

Sergeant-at-Arms, Court of Chancery—State Service.

Reason for Exemption.—Examination not practicable. Position of a confidential character and should be filled by personal choice of the Vice-Chancellors

Chancery Reporter, Court of Chancery—State Service.

Reason for Exemption.—Special training and qualifications required. Not readily determined by examination.

Chief Examiner and Secretary, State Civil Service Commission.

Reason for Exemption.—Consolidation of two positions, one in the exempt and one in the competitive class.

Record Clerk, Village for Epileptics—State Service.

Reason for Exemption.—Special training required, for which examination is impracticable.

Sergeants-at-Arms, Court of Errors and Appeals—State Service.

Reason for Exemption.—Same as Sergeants-at-Arms in Court of Chancery.

**Docket and Calendar Clerk, Court of Errors and Appeals—
State Service.**

Reason for Exemption.—Same as foregoing Sergeants-at-Arms, and because service performed by same person who acts as Sergeant-at-Arms in Court of Chancery, Court of Errors and Appeals and Supreme Court.

**Assistant Secretary to Governor, Executive Department—
State Service.**

Reason for Exemption.—Position confidential in character and properly subject to personal selection of the Governor.

Executive Clerk, Executive Department—State Service.

Reason for Exemption.—Position of a confidential character and properly subject to selection by the Governor.

**Treasurer, Home for the Care and Training of Feeble-Minded
Women—State Service.**

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

**Geologists and Paleontologists, Geological Survey—
State Service.**

Reason for Exemption.—Examination not practicable. Largely teachers in universities employed on a per diem basis and secured in co-operation with the U. S. Geological Survey. Engaged to study special problems.

Treasurer, State Home for Girls.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Commissioner of Motor Vehicles—State Service.

Reason for Exemption.—Examination not practicable. Position filled *ex officio* by Assistant Secretary of State, who is exempt in that position.

Moral Instructor, New Jersey State Prison.

Reason for Exemption.—Examination not practicable.

Chaplains, New Jersey State Prison.

Reason for Exemption.—Same as above.

Machinery Expert, Signal Expert, Chief Confidential Clerk, Draughtsman and Computer, Map Tracers, Confidential Examiner, Special Assistant, Computers, Confidential Statistician, Railroad and Canal Revaluation—State Service.

Reason for Exemption.—Temporary nature of employment.

Confidential Stenographers, Railroad and Canal Revaluation—State Service.

Reason for Exemption.—Confidential in character and temporary nature of employment.

Clerks, Department of Preservation of Records—State Service.

Reason for Exemption.—Examination not practicable. Experts employed occasionally in special abstract and research work. Are employed elsewhere at other times.

Custodian of Records, Secretary of State.

Reason for Exemption.—Non-salaried. Position of a temporary character.

Treasurer, Farnum Preparatory School—State Service.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Treasurer, Montclair State Normal School.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Treasurer, State Normal School at Trenton.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Treasurer, Manual Training School for Colored Youth—State Service.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Chaplain, New Jersey Home for Disabled Soldiers—Kearny.

Reason for Exemption.—Same as Moral Instructors and Chaplains, State Prison.

Treasurer, New Jersey Home for Disabled Soldiers, Sailors or Marines and Their Wives and Widows—Vineland.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as treasurer.

Law Reporter, Supreme Court—State Service.

Reason for Exemption.—Special training and qualifications required. Not readily determined by examination.

Sergeants-at-Arms, Supreme Court—State Service.

Reason for Exemption.—Same as Sergeants-at-Arms in Courts of Chancery and Errors and Appeals.

Secretary and Treasurer, Sanatorium for Tuberculous Diseases—State Service.

Reason for Exemption.—Member of Board of Managers for a fixed term, acting as secretary and treasurer.



APPENDIX III.

OPINIONS OF ATTORNEY-GENERAL

(81)



Opinions of Attorney-General.

Classification of Clerk of District Court.

TRENTON, N. J., May 29th, 1908.

Gardner Colby, Esq.,

Sec'y Civil Service Commission,

Trenton, N. J.

DEAR SIR—You ask in your letter of May 26th if the office of Clerk of a District Court is exempt from the provisions of the Civil Service Law. My interpretation of the statute is that the Clerk of the District Court, being the appointee of the Judge of that Court, is subject to the Civil Service Law, and included in the competitive class, unless under the latitude granted to the Commission, the office is placed in the non-competitive class.

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

-
1. **Classification of County Collector, Auditor and Engineer, Essex County.**
 2. **Heads of Departments.**
 3. **Essex and Hudson County Joint Bridge Employees.**

TRENTON, N. J., June 24th, 1908.

Gardner Colby, Esq.,

Sec'y Civil Service Commission,

Trenton, N. J.

DEAR SIR—I have your two letters of the 19th, and have delayed answer thereto in order that I might have a conference with the Attorney-General upon one of the questions propounded, which seems to be an exceedingly difficult one.

You ask if the County Collector, Auditor and Engineer of Essex county can be properly said to be included in the unclassified service, as defined in section II of the Civil Service Law, as "heads of departments," Essex county having adopted the Civil Service Law. The terminology of the classification is unfortunate. As used in the State government, practically all of the officials of the State government are clearly to the eye heads of departments in the double sense that they exercise a portion or department of the State government, and also that their work necessarily embraces the services of more than one official. This latter distinction vanishes when the same term is applied to the officials of a municipality or county, and the doubt is made greater by reason of the fact that in section II the classification uses the words, "heads of departments," and in section XII the phrase used is "principal executive officers." I incline to the view that these officials whom you name are properly to be included under the term of "heads of departments," in that they exercise upon their own initiative portions or departments of the municipal government. Clearly, if they were working under orders or directions from some higher official, they could not be considered as heads, but since there is no one superior to them in their particular functions, it seems that they are heads, and also that they are heads of their particular portion of the local government. This fact, added to the extreme difficulty of locating these officials if this method of classification is not adopted, leads me to the belief that it would produce the best results were this interpretation of the phrase adopted; yet I can find no absolute authority upon the point, and I leave the matter to your judgment, with such assistance as I have been able to give.

As to the employees upon certain roads and bridges operated by joint committees from the Essex and Hudson County Boards of Freeholders, the question as to their classification as employees of Essex county, subject to the provisions of the Civil Service Act, depends entirely upon the answer to the question as to where lies the power to hire and discharge these employees. If Essex county can singly exercise the power of employment and discharge, in my opinion these employees would be listed as com-

ing within the Civil Service Act. If, however, the employment is by a joint committee and the recompense is by a joint committee, it is impossible that these employes should be, as to Essex county, subject to the Civil Service Law, and, as to Hudson county, subject only to the whim of the Board of Freeholders. The method of payment would seem to indicate that the employment was an act of a joint committee, and that neither county would exercise absolute control, in which case, of course, the employes would not be subject to the Essex County Civil Service Law.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

1. Removals Prohibited from Time of Adoption of Act.

TRENTON, N. J., July 1st, 1908.

Gardner Colby, Esq.,
Sec'y Civil Service Commission,
Trenton, N. J.

DEAR SIR—You ask in your letter of June 25th, first, if section two (2) of the Civil Service Act contradicts section one (1) with reference to the time when provisions against removals become effective. Section one (1), with reference to the State, as well as the entirety of the Civil Service Act, with the exception of section two (2), does not become operative until the expiration of six months from the time of its adoption, and forty-five (45) days in the case of municipalities. Section two (2), however, was inserted for the apparent purpose of retaining in office, from the time of the passage of the act, all officers, clerks and employes in the employment of the State, or in the municipality adopting the act, coming within the competitive or non-competitive class of the Civil Service Act. Section two (2), you will notice, has no reference to appointments, and my idea is that it has no bearing whatever upon appointments at any time, and was merely inserted as a provision guaranteeing those

I. Boards of Education Independent of State and Municipal Government.

TRENTON, N. J., Sept. 23d, 1908.

*Gardner Colby, Esq.,
Sec'y Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your letter of the 18th in which you ask if the Board of Education of the city of Newark is a separate and independent body, or a part of the State government, with reference to the operation of the Civil Service Act.

In my judgment each board of education is an independent local civil government, not a department of any city, nor of the State government. By the School Act each district is specially constituted, and the board of education is made a body corporate, and is given power to sue and be sued, to purchase, lease, receive, hold and sell property, real and personal, and to take and condemn land and other property for school purposes. Its elections are separate and apart from other State or municipal elections, and in distinction from all other elections, women are, on certain questions, permitted to participate therein. Its moneys are held, not by the city treasurer, but by a custodian of the school funds who gives separate bonds therefor.

The case of *Riccio v. Hoboken*, 40 Vr. 649-662, approved in *Howe v. Board of Education*, 43 Vr. 163, clearly indicates this independent character of the school district.

In my judgment, therefore, the Board of Education of the city of Newark is not a part of the Newark city government and affected by the adoption of the Civil Service Law by the city of Newark or the Freeholders of Essex county. Neither is it a department of the State government, thereby affected by the adoption of the Civil Service Law by the State Legislature, but it is in my judgment such an independent local civil government that the Civil Service Government will not apply to it until adopted by resolutions of the board of education.

NELSON B. GASKILL,
Asst. Attorney-General.

1. Schools for Industrial Education and Municipal Institutions.

TRENTON, N. J., Oct. 9th, 1908.

*James Kerney, Esq.,
Civil Service Commissioner,
Trenton, N. J.*

DEAR SIR—Answering your letter of the 8th, with reference to the schools for industrial education and the applicability of the Civil Service Law to them, I beg to say that the fact that the Board of Trustees of such institutions are named by the Governor does not constitute such schools State institutions. The managers, of course, being named by the Governor, are State officials as such, but the schools themselves are municipal institutions and the employes thereof are municipal employes.

Very truly yours,
NELSON B. GASKILL,
Asst. Attorney-General.

1. Newark Free Public Library Part of Newark Municipal Government.

TRENTON, N. J., Oct. 9th, 1908.

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DEAR SIR—I have your letter of the 7th, enclosing copy of a letter from the Chairman of the Finance Committee of the Free Public Library of the city of Newark, asking that a ruling be obtained on the status of this institution with reference to the Civil Service Law adopted by the city of Newark.

In my judgment the Free Public Library of the city of Newark is such department of the city government that it became subject to the provisions of the Civil Service Law upon the adoption of that law by the city of Newark. It is true that one section of the act, providing for the establishment of free public libraries (sec. 6, Chap. 150, P. L. 1905), makes the trustees of

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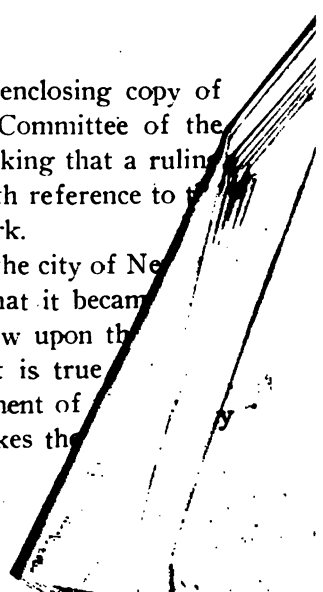
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Appointees Not Actually Engaged in Work before Law Became Effective.

TRENTON, N. J., March 22d, 1909.

*Gardner Colby, Esq.,**Sec'y Civil Service Commission,**Trenton, N. J.*

DEAR SIR—I have your letter of the 13th, which I have delayed answering by necessity of the pressure of business. You refer to the appointment of certain persons in the service of Jersey City just prior to the date of which the Civil Service Law went into effect. These appointments, it seems, are those of inspectors on improvements and employes of the Free Public Bath, the first-named employes being appointed subject to detail for duty when needed, the others to begin their service at such time as the new bath house, in the course of construction, is completed; and your Commission desires to be informed whether, in my opinion, these persons, by virtue of their appointment prior to the time when the act went into effect in Jersey City, were employes of the municipality at such time. You say that they were not then in receipt of any salary or performing any service in connection with their appointment, and have not as yet been engaged in performing the duties for which they were appointed.

With reference to the first class—the inspectors on improvements appointed subject to detail for duty when needed—I am clearly of the opinion that they were not such employes of Jersey City as to be excluded from the operation of the Civil Service Law, for the reason that they were not then employed by the city, but constituted practically an emergency list from which employes would be selected as necessity required, performing no service and receiving no compensation. The designation of an empty title is not sufficient to constitute an employe, which, as I have stated in previous opinions, includes all of office, employment and compensation. In view of the fact that the appointment was made so shortly before the enactment of the Civil Service Law by Jersey City, it seems quite clear that such appointments were, either in purpose or in operation, evasions of that act.

While the reasoning is not so satisfactory, I am still of the opinion that the employes of the Free Public Bath, being appointed in advance of the necessity for their service, were equally without the employment of the municipality at the time the Civil Service Law went into effect. The language of the act with reference to those then in the service of any municipality clearly, to my mind, indicates those actively engaged in the service of such municipality, and not those who might be thereafter employed, even though the fact of such employment might have been at the time determined. The phrase used is "now in the employ of the State or any municipality adopting this act," and goes on "shall continue to hold their offices or employments, and shall not be removed therefrom." It seems almost self-evident that a man who is detailed to some duty to be performed thereafter is not within the phrase "now in the employ," nor could the phrase "continue to hold office" have any application to such a person for the reason that he would not be, at the time of the adoption of the act, holding any office or employment, and, therefore, could not be removed therefrom.

Very truly yours,

NELSON B. GASKILL, .

Asst. Attorney-General.

Employes of Districts under Passaic Valley Sewerage Commission.

TRENTON, N. J., May 10th, 1909.

Thomas E. Mernin, Esq.,

Sec'y Civil Service Commission.

DEAR SR—I have your letter of April 27th, in which you state that the amendment to the Passaic Valley Sewerage Commission Act authorizes municipalities to join and contribute to the expense of the work of that Commission, each district to employ persons whose salary and expenses are to be paid by the district employing them, and not by the Commission, and you ask whether the employes of the contributing districts are under the Civil Service in view of the fact that the Passaic Valley Commission is under

office unnecessary, and could not reasonably at that time foresee the likelihood of necessity for its future existence, their action in re-establishing such office later, when such necessity arose, and making an appointment thereto (which later appointment, I suppose, was made in accordance with the provisions of the Civil Service Law, or, if not, then unquestionably this later appointment was void), in that case clearly there has been no violation of the Civil Service Law. In other words, where an office is temporarily discontinued because there is no immediate need of it being filled, although it can be foreseen that such need will subsequently arise, under such circumstances there should be a suspension, and the separation of the official then in charge from his office would be classed as a suspension properly, even though it were not so specifically named.

It seems to me that the question your Commission must consider is the animus of the Hudson County Tax Board in its action. Simply because an office has been recreated which has once been abolished as unnecessary, does not, without additional evidence, raise the presumption that such action was for the purpose of avoiding the law. Nor does the fact that the office was subsequently recreated necessarily raise such a presumption of misconduct on the part of the board as alone to warrant the reinstatement of the discharged employe in the position which he formerly held, because it cannot always be foreseen that an office presently unnecessary will so continue, and a discontinuance may be made in good faith and an employe removed from office, under which circumstances there would be no warrant for his being placed upon a suspension list; and unless it should appear satisfactorily to the judgment of the Commission that the discontinuance of the office and its subsequent recreation were simply devices for avoiding the Civil Service Law, it seems to me that the Civil Service Commission would have no jurisdiction in the premises. The matter, therefore, is one, as I view it, of inquiry and determination by your Commission.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

Employees of Courts and Tax Boards are State Employees.

TRENTON, N. J., February 10th, 1910.

Gardner Colby, Esq.,

*Chief Examiner and Secretary
of the Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I am in receipt of your letter of February 5th, asking whether the recent decision of the Court of Errors and Appeals eliminates sergeants-at-arms of the district courts from the operation of the Civil Service Law as municipal rather than State employees. The case which you cite, *Pierson v. O'Conner*, 25 Vr. 36, seems to indicate that the officers of the district courts are a part of the judicial power of the State and are not to be regarded as municipal officers, notwithstanding the fact that the city is charged with the payment of the salaries of both the judge and the clerk.

I am clearly of the opinion, therefore, that the office of sergeant-at-arms of the district court is an office within the provisions of the Civil Service Law, applicable to the State government. This would hold with reference to all district courts.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.

TRENTON, N. J., March 2d, 1910.

Gardner Colby, Esq.,

*Chief Examiner and Secretary
of the Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I am in receipt of your letter of the 28th ult., asking if the opinion rendered by this office with reference to the sergeants-at-arms in the district courts as coming under the Civil Service Law, applies to county detectives and other employees in the office of the county prosecutor, to employees of the county boards of taxation and the local tax assessors.

As I understand the principle of the Pierson case, upon which the decision with reference to the sergeants-at-arms was based, it is that those who derive their authority from and are appointed by an operative branch of the State government, are considered as parts of the State government, irrespective of the source of their compensation. Applying this same principle, the county detectives and the other employes in the county prosecutor's office would be equally employes of the State with the sergeants-at-arms of the district courts.

The employes of the county boards of taxation would be included within this line of reasoning.

It has been suggested to me since the receipt of your letter that this decision should also cover county probation officers, which seem to me to be in the same category with other appointees of the judicial officers of the State, that is to say, within the operation of the Civil Service Law.

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

TRENTON, N. J., March 10th, 1910.

Gardner Colby, Esq.,

Chief Examiner and Secretary

of the Civil Service Commission,

Trenton, N. J.

DEAR SIR—Replying to your letter of March 9th, with reference to the jurisdiction of the Civil Service Commission over the local tax assessors in their peculiar work of levying and apportioning the portion of the tax collected for school purposes, I beg to say that I do not believe the local tax assessors in all their functions come within the operation of the Civil Service Law as State officials, and I am inclined to the view, therefore, that your commission should not attempt to include them within your jurisdiction.

Very truly yours,

NELSON B. GASKILL,

Asst. Attorney-General.

TRENTON, N. J., April 12, 1910.

*Gardner Colby, Esq.,
Chief Examiner and Secretary
of the Civil Service Commission,
Trenton, N. J.*

DEAR SIR—I have your letter of the 6th, in which you ask to be advised whether the employes of the county boards of elections are under the Civil Service Law, in accordance with the principle governing the ruling of this office with relation to employes of the district courts, &c.

The county boards of elections were appointed in the first instance by the Governor, and subsequently by the chairman of the State committees nominating to the Governor. The method of appointment upon nomination by the chairman, as well as the duties of the members of these boards, do not place their employes, in my judgment, in the same category as the officials of the district courts, and I can see nothing in the Civil Service Law which makes it evident that it was intended to apply to the employes of the county boards of elections.

My opinion, therefore, is that the employes of such boards are not within the Civil Service Law.

Very truly yours,

NELSON B. GASKILL,
Asst. Attorney-General.



APPENDIX IV.

RULES AND THE CIVIL SERVICE LAW



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(c) The Classified Service shall include all persons in the paid service of the State or the municipalities thereof that may adopt the provisions of this act not included in the Unclassified Service. (Section 11.)

(d) The officers, positions and employments in the Classified Service of the State, and of the municipalities thereof that may adopt the provisions of this act, shall be arranged by the civil service commission in four classes, to be designated as the Exempt Class, the Competitive Class, the Non-competitive Class and the Labor Class, which classification may be changed from time to time as the Commission shall deem proper. (Section 12.)

RULE II.

EXEMPT CLASS.

(a) The following positions shall be included in the Exempt Class:

The deputy or first assistant of principal executive officers authorized by law to act generally for and in the place of his principal;

The legal assistants of the law department of the State, and of the municipalities adopting the provisions of this act, and in the offices of prosecuting attorneys to the number actually engaged in trial or appeal work and appearing in the courts;

One secretary or clerk of each department, board and commission authorized by law to appoint a secretary or clerk;

One private secretary or clerk, or stenographer, of each judge or each principal executive officer;

All officials of State and county institutions who must of necessity be physicians;

In addition to the above there may be included in the exempt class all other offices or positions, except laborers, for the filling of which competitive or non-competitive examinations shall be found by the Civil Service Commission to be impracticable. But no office or position shall be deemed to be in the Exempt Class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the said Commission. Not more than one appointment shall be made to or under the title of any such office or position unless a different number is specifically mentioned in the rules. After six months from the date of the approval of this act, or forty-five days after the date of its adoption by any municipality of this State, no office or position shall

be classified by the Commission in the Exempt Class except after public hearing by the Commission or any member thereof. Suitable public notice of such hearings shall be given by the said Commission. At any such hearing any citizen of this State shall have the right to be heard, either in person or by counsel, either in opposition to or in favor of the proposed exemption. Appointments in the Exempt Class may be made without examination. (Section 13.)

(1) A request that, in accordance with Clause 6 of Section 13, a position be included in the exempt class shall be made in the form prescribed by the Commission, and shall set forth in detail the true grounds on which it is based. A public hearing shall then be set of which the Commission shall give at least one week's notice by mailing notices to the daily papers in the State, or in the municipality if the position is in a municipal service. (Amended October 25, 1910.)

(2) The positions in the exempt class in each department or office shall be those only which are specifically named in Schedule A, which is hereby made a part of this rule, or which may hereafter, by action of the Commission, in accordance with the provisions of the law and of this rule, be included therein.

RULE III.

COMPETITIVE CLASS.

(a) The Competitive Class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations, and shall include all positions and employments now existing or hereafter created, of whatever functions, designations or compensation, in each and every branch of the classified service, except such positions as are in the exempt class, the non-competitive class or the labor class. Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction, under the provision of this act and the rules made in pursuance thereof, by appointment from among those certified to the appointing officer in accordance with the provisions of section twenty-one of this act. (Section 14.)

(1) All positions in the competitive class shall be arranged in groups based upon the character of the service rendered, as follows:

Group A. *Clerks*, which term shall include all positions, the duties of which are of a clerical character, and which are not otherwise specifically provided for herein.

Group B. *Cashiers*, which term shall include all positions the duties of which are the actual receipt, custody or disbursement of money or the enforcement of the accountability for the same.

Group C. *Custodians and Messengers*, which term shall include all positions the duties of which are the charge of property or persons or as attendants.

Group D. *Engineers*, which term shall include all positions where qualifications of an engineering or cognate character are required.

Group E. *Inspectors*, which term shall include all positions the duties of which are the inspection of materials or workmanship or the supervision of work.

Group F. *Special Agents*, which term shall include all positions requiring investigative and detective ability.

Group G. *Law Positions*, which term shall include all positions requiring some legal knowledge.

Group H. *Medical Positions*, which term shall include all positions requiring medical or pharmaceutic knowledge.

Group I. *Mathematicians*, which term shall include all positions requiring special mathematical qualifications.

Group J. *Scientists*, which term shall include all positions requiring special scientific knowledge.

Group K. *Agriculturists*, which term shall include all positions requiring agricultural or horticultural knowledge, including arboriculture and the breeding and care of animals.

Group L. *Instructors*, which term shall include all positions the duties of which are scholastic instruction or to educate or test the ability to instruct.

Group M. *Mechanics and Craftsmen*, which term shall include all positions requiring special mechanical skill, or as tradesmen not classed as laborers.

Group N. *Miscellaneous Positions*, which term shall include all positions requiring expert or other qualifications not embraced in the exempt or non-competitive classes, or in other groups in this class.

Group O. *Positions in the Uniformed Police Force.*

Group P. *Positions in the Uniformed Fire Force.*

(2) The omission in the above classification of any official designation or appellation of a position in the service shall not be held to exclude such position from the classification, as it will be comprised in the group and subdivision to which it belongs by the general definition and specifications of such group and subdivision.

(3) The Commission may further subdivide for the purpose of examination or promotion the positions in any group or subdivision.

RULE IV.

APPLICATIONS.

(a) All examinations required to be held by the provisions of this act both for positions in the competitive class and the non-competitive class, or any other class where examinations are required to be held, shall be free to all citizens of the State of New Jersey with the limitations specified in the rules of the Commission as to residence, age, sex, health, habits and moral character. (Section 18.)

(b) The Commission shall require persons applying for admission to any examination provided for under this act or under the rules and regulations of the said Commission, to file in its office within a reasonable time prior to the proposed examination a formal application in which the applicant shall state under oath or affirmation:

Full name, residence and post-office address;

Nationality, age and the place and date of birth;

Health and physical capacity for public service;

Business and employments and residences for the five previous years;

Such other information as may reasonably be required touching the applicant's merit and fitness for the public service; but no inquiry shall be made as to any religious opinions and political affiliations of the applicant. (Section 19.)

(c) Blank forms for such applications shall be furnished by the said Commission without charge to all persons requesting the same. The said Commission may require in connection with such application such certificates of citizens, physicians or others having knowledge of the applicant as the good of the service may require. (Section 19.)

(1) No person shall be admitted to examination until he has filed an application under oath upon a form prescribed by the Commission, giving such evidence in regard to age, citizenship, character, physical and mental capacity, previous employment, training and fitness as the Commission may require. All applications must be filled out and signed in the handwriting of the applicant, except that persons who are unable to write may have their applications filled out by some other person, but must have their name identified by their mark and said mark witnessed.

(2) Every application must bear the certificates of at least three reputable citizens to the effect that they have personally known the applicant; that they have read his statement, and believe it to be correct; that they know him to be of good character and reputation, and that they will, upon request, give the Commission such further facts concerning him as they may possess.

(3) The Commission may fix the limits of time between which applications for a given examination shall be presented; but such period shall in no case be less than ten days.

(4) A defective application shall be returned for correction, and shall be accepted if returned in correct form before the date of examination.

(5) No application shall be accepted unless the applicant is within the age limitations fixed by the Commission for entrance to the position to which he seeks to be appointed.

(6) Where physical qualifications are necessary, the Commission may require the applicant to file with his application a certificate of physical fitness from a reputable physician, or, in its discretion, may require the applicant to submit to examination before physical examiners appointed by the Commission.

(7) In applications for examination for positions requiring scientific, professional or technical qualifications, the Commission may require evidences of special education for, or of practical

experience for a satisfactory term in, such science, profession, art or trade; and shall require the production of such certificates of competency and licenses as are provided by the statutes of this State as necessary to enable the practice of any profession, art or trade. (Adopted Oct. 6, 1908.)

(8) Applications when presented shall be dated, numbered and recorded in the order of their receipt.

RULE V.

COMPETITIVE EXAMINATIONS.

(a) Such examinations shall be practical in their character and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the position to which they seek to be appointed, and may include tests of physical qualifications and health, and when appropriate, of manual skill. No question in any examination shall relate to political or religious opinions or affiliations. (Section 18.)

(b) The Commission shall control all examinations, and may, whenever an examination is to take place, designate a suitable person or persons, either in or not in the official service of the State, to be examiners, and it shall be the duty of such examiners, and if in the official service it shall be part of their official duty, without extra compensation, to conduct such examinations as the Commission may direct, and to make return or report thereof to said Commission; and the said Commission may at any time substitute any other person, whether or not in such service, in the place of any one so selected; and the Commission may themselves at any time act as such examiners and without appointing examiners. (Section 18.)

(c) Such examinations shall be held in such locality or localities as will most readily provide equal opportunity for all citizens of the said State with reference to positions in the service of the State, or to all citizens of any municipality that may hereafter adopt the provisions of this act with reference to positions in the service of the said municipality. (Section 18.)

(d) Due and sufficient notice thereof being given in such manner that all persons interested in the said examinations may have an opportunity of learning of the time, place and conditions of the said examinations. Such notice of the time and place and general scope of every examination shall be given by the Commission, by publication, for two weeks preceding such exam-

ination, in such newspapers of general circulation throughout the State as the Commission shall prescribe, and such notice in printed form shall also be sent by the commissioners to the county clerks of each county, and by them promptly posted in a conspicuous place in the clerk's office of the said county. (Section 18.)

(e) The said Commission may refuse to examine an applicant or after examination to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position or employment for which he applies, or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks employment, or who is addicted to the habitual use of intoxicating liquors to excess, or who has been guilty of any crime or of infamous or notoriously disgraceful conduct, or who has been dismissed from the public service for delinquency or misconduct, or who has made false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment. Whenever the said Commission refuses to examine an applicant or after an examination to certify an eligible, as approved by this section, then the said Commission, upon the request of such person, shall grant to him a hearing upon the cause of such refusal. (Section 19.)

(1) Written competitive examinations for positions in the State service shall be open to all citizens of the State who comply with the preliminary requirements, and who are not debarred by the Commission for sufficient cause in accordance with Section 19 of the Civil Service Law. Such examinations shall be held in Camden, Newark and Trenton, provided applications shall be received from those residing in portions of the State adjacent thereto, and in such other places as the Commission may, on account of the number of applicants from adjoining localities, deem it desirable. Examinations for the service of a municipality shall be confined to persons having a legal voting residence in that municipality, except in case of positions of a technical or other character, in which such restriction is impracticable. (Amended November 24, 1908, January 12, 1909, and February 1, 1910.)

(2) The Commission shall designate suitable persons in the localities in which examinations are held to act as local ex-

aminers, who shall perform such duties in connection with the examinations as the Commission or the Chief Examiner may require. When necessary, the Commission may also designate special or expert examiners and examining physicians to assist in the drawing up, conduct or marking of examinations.

(3) Examinations may include special oral, practical, medical and physical tests, which in the case of the police or uniformed fire service shall precede and in all other examinations may precede or follow the written examination, and shall be held at such places as the Commission may designate. Written records of all such tests in the case of each candidate examined must be filed. (Amended February 1, 1910.)

(4) As far as practicable, examinations shall be held periodically, and the dates of examinations published during the first week of the calendar year.

(5) All examinations shall be advertised for at least two weeks preceding the final date for the receipt of applications by at least three insertions in two newspapers of general circulation, in the State or municipality, as the case may be; by mailing notice to daily papers in the State or municipality, and by sending notices in printed form to the county clerks of all counties in the case of examination for positions in the State service, or of the county in which the municipality is situated, in the case of examinations for the service of a municipality, for posting in a conspicuous place, as well as by posting a copy in the office of the Commission. (Amended February 1, 1910, and October 25, 1910.)

(6) The notice of examination shall set forth in each case the title of the position, the time and place of examination, the date upon which the receipt of applications will close, the place or places where applications can be procured and filed, and such other information as the Commission may deem pertinent.

(7) The subjects of examination and the weight to be attached to each subject in marking shall be determined by the Chief Examiner, subject to the direction of the Commission. Each subject shall be marked upon a scale of 100, which shall represent the maximum possible attainment, and no person shall be placed upon the eligible list whose final average rating is less

than 70 per cent., or whose rating on any one subject is less than 50 per cent.

(8) In preparing the questions to be used in an examination, the Chief Examiner may consult with the head of the department or with experts in regard to the duties of the position to be filled. But the questions actually to be used shall be kept absolutely secret in advance of the examination.

(9) Whenever a position has a fiduciary or executive character the commission may require, as a part of the examination, such special certificates by reputable and responsible persons as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper.

(10) Before proceeding to answer the questions in the examination each competitor shall be required to fill out and sign a declaration sheet giving his full name and address and such other information as the Commission may require, and to seal the same in an official envelope. The envelope and the papers of the candidate shall be marked with an identical number. At the close of the examination the envelopes shall be placed in a sealed package and deposited in a safe, and the package shall not be opened for identification of the papers until the marking on all the papers has been completed. Any paper bearing the name of the candidate, or any other identification mark, shall be rejected, and specific announcement of this fact shall be made at the commencement of the examination.

(11) Upon the completion of the marking each candidate shall receive notice of his rating, and shall, on application, subject to the regulations of the Commission, be permitted to see the eligible list and inspect his paper.

(12) No request for a review of the marking shall be entertained by the Commission unless made within fifteen days of the date when the notice as to the standing of the candidate is sent out, and no change in rating shall be made unless some manifest error shall appear on the face of the papers.

After an examination requiring a medical test, before the ratings of those who pass are announced, those who have failed to pass the medical test shall be notified of that fact, and the reasons therefor, and shall be informed that they have five days

in which to ask for a re-examination. If their request is supported by an affidavit of some physician, or other reputable person, to the effect that an error appears to have been made, the Commission shall consider and deal with such request at its discretion, and the ratings of the eligible list shall not be published until a suitable period of time for the disposition of such requests has elapsed. (Amended February 1, 1910.)

(13) No person who has entered any competitive or non-competitive examination for a position in the classified service shall be admitted within nine months from the date thereof to a new examination for the same position. (Adopted Oct. 6, 1908.)

RULE VI.

ELIGIBLE LISTS.

(a) From the returns or reports of examiners, or from the examinations made by the Commission, the commissioners shall prepare a register for each grade or class of positions in the classified service of the State, or of any municipality that may hereafter adopt the provisions of this act, of the persons who shall attain such minimum mark as may be fixed by the Commission for any part of such examination and whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of said Commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination; *provided, however*, that if any honorably discharged soldier, sailor or marine having served in the War of the Rebellion, shall be among those whose names are placed on such register, such soldier, sailor or marine shall be considered as standing highest in rank thereon, and if two or more names of such soldiers, sailors or marines shall be found on said register, they shall rank as to each other according to their relative excellence as determined by said examination. (Section 20.)

(b) The term of eligibility of an applicant shall be fixed for each list by the Civil Service Commission at not less than one nor more than three years. Appointments shall be made from the eligible list most nearly appropriate, and a new and separate list shall be created for a stated position only when there is no appro-

priate list existing from which appointment may be made. (Section 14.)

(1) The names of all candidates who fulfill all the requirements and receive a final average rating of 70 per cent. or over in the examination, and not less than 50 per cent. in any one subject, shall be placed upon the proper eligible list in the order of their standing in the examination, except that veterans of the War of the Rebellion who present evidence of their honorable discharge shall, in the order of their standing, be placed at the head of the list. Against each name shall be noted the date of examination, the date on which the name was entered on the list and the average rating.

(2) When two or more eligibles have received the same average rating, the person first filing his application, or, if the examination be for promotion, the first appointed in the department, shall have priority.

(3) A name shall be removed from the eligible list at the expiration of one year, unless in the judgment of the Commission it is advisable that the names of all those on any one list whose eligibility would expire at the same time should be continued on the list for a further period. (Amended May 17, 1910.)

RULE VII.

CERTIFICATION AND APPOINTMENT.

(a) The head of a department, office or institution in which a position classified under this act is to be filled shall notify said Commission of that fact, stating the title or name of the position to be filled, the duties to be performed and the compensation to be paid, and said Commission shall certify to the appointing officer the names and addresses of three candidates standing highest upon the register for the class or grade in which the said position belongs, and the head of such department, office or institution shall select one of the three so certified, and after a candidate has been certified three times by the commission and shall not be accepted by the head of department, office or institution, his name shall not again be certified to the same head of department, office or institution except at the request of such

head of department, office or institution. In making such certification, sex shall be disregarded, except when some statute, the rules of the said Commission, or the appointing power shall specify sex. (Section 21.)

(b) All appointments and promotions to positions in the competitive, non-competitive and labor classes of the classified service shall be for a probationary period of three months. If, at the close of this probationary term, the conduct or capacity of the probationer has not been satisfactory to the appointing officer the probationer shall be notified in writing that he will not receive absolute appointment; otherwise his retention in the service shall be equivalent to his final and absolute appointment. (Section 17.)

(c) No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be assigned to perform the duties other than those properly pertaining to the position which he legally holds. (Section 14.)

(d) When any position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond, or other security, in lieu thereof, and shall notify the Commission of the amount of said bond required; *provided, however*, that any surety company of this State, or any surety company of any other State of the United States authorized to transact business in this State, shall be a sufficient surety on any such bond. (Section 19.)

(1) A requisition by the head of a department for the certification of eligibles from which he may make appointment shall state specifically the title and duties of the position to be filled, the compensation to be paid and whether the position is to be filled permanently or for a temporary period.

(2) The Commission in making certification in response to such requisition shall give the full name and address and the average rating obtained in the examination of the three persons standing highest upon the most appropriate list, and shall immediately notify such persons of such certification and the title and salary of the position to be filled.

(3) The appointing officer shall make selection, with reference solely to merit and fitness, from the three names certified, unless objection shall be made, and sustained by the Commission, to one or more of the persons named for any of the reasons stated in Section 19 of the Civil Service Law, (Rule V), in which case the certification shall be completed by the addition of the

name or names next following upon the eligible list. If there be more than one vacancy to be filled, certification and selection shall be made for each vacancy in the same manner.

(4) The person selected shall be duly notified by the appointing officer, and upon accepting and reporting for duty, shall receive from such officer a certificate of appointment for a probationary period of three months. If his conduct or capacity on probation is unsatisfactory to the appointing officer, the probationer shall be notified in writing at least two weeks in advance that at the end of such period he will, for that reason, not be retained; otherwise his retention in the service shall be equivalent to his final and absolute appointment.

The name of any dismissed probationer will be reinstated to his former place on the eligible list for future certification, provided the reasons for the dismissal while on probation are not such as to warrant the name being stricken off the eligible list. (Amended February 1, 1910.)

Every officer under whom any probationer shall serve during any part of his probation shall carefully observe the quality and value of the services rendered by such probationer, and his conduct, and if so required shall report in writing to the proper appointing officer the facts observed by him, showing the character and qualifications of such probationer, and of the service rendered by him, and such reports shall be preserved on file. (Adopted Oct. 6, 1908.)

Whenever two or more persons appointed from the same eligible list are serving as probationers in the same department, and there is necessity for a reduction of the force of such department affecting such persons, they shall be preferred for retention in the order of their original standing upon such list. (Adopted Oct. 6, 1908.)

(5) In case an eligible certified for appointment on probation shall decline appointment, without stating a satisfactory reason for such declination, his name shall be stricken from the list. If the declination is on account of the location of the office, or on account of the amount of salary, the eligible shall not be again certified for the same locality or for the same or less salary. (Amended February 1, 1910.)

(6) When an eligible certified for appointment shall fail to accept an offer of appointment by mail within six business days next succeeding the mailing of notice of appointment, or within the same or next succeeding business day when the notification is sent by telegram, he shall be deemed to have declined the appointment.

(7) If a person who is not entitled to certification is appointed, his appointment, upon due notification from the commission, shall be revoked.

(8) Whenever a vacancy exists in a position in the competitive class, and an open competitive examination duly advertised does not result in an eligible list for such position, the head of the office may nominate a person to the Commission for non-competitive examination, and if such nominee shall be certified by the Commission as qualified, he may be appointed to fill such vacancy. In case there is a person serving in such a position under provisional examination, and no one applies to compete with him in an open competitive examination duly advertised, the provisional appointment of such person may be made permanent. (Adopted Oct. 6, 1908.)

RULE VIII.

SEASON, TEMPORARY AND EMERGENCY APPOINTMENTS.

(a) Nothing contained in this act shall be construed to prohibit the head of any department, office or institution of this State or of any municipality thereof adopting the provisions of this act employing temporarily, subject to the subsequent approval of the Commission, in cases of emergency, a person or persons to carry out the work of such department, office or institution, but the head of such department, office or institution, upon employing any such person or persons shall immediately give notice thereof to the Commission created by this act, and as soon thereafter as practicable a person shall be selected in accordance with the other provisions of this act, whereupon the services of the person or persons so temporarily employed shall cease. In no case shall such employment continue for a longer period than two months, nor shall successive temporary appointments be made to the same position under this provision. (Section 29.)

(1) All positions in the competitive class, where the nature of service is such that it is not continuous through the year, but recurs in each successive calendar year, shall be designated as season positions. Any person originally appointed to or employed in a season position, under the provisions of these rules, and who has been temporarily separated from the service by the expiration thereof in any year, shall be entitled to re-appointment to or re-employment in the same position in the next ensuing year, upon filing in the office of the Commission, in such form as it may prescribe, a request for such re-appointment or re-employment within six weeks previous to and at least thirty days before the date of resumption of such short term service. The Commission shall certify to the proper appointing or employing officer the names and postoffice addresses of the persons who have made such formal requests, and they shall be reinstated in the positions vacated by them in the previous year in the order of the date of their original appointment or latest promotion in the several grades, provided that in the meantime they are not disqualified from any cause. (Adopted Oct. 6, 1908.)

(2) When services are to be rendered of a temporary character, and for a definite period not exceeding six months, the appointing officer shall inform the Commission, stating the duration of such period, the rate of compensation and other conditions of employment, and may select for such employment one of the first three persons on the appropriate eligible list who, after due notice of the conditions, is willing to accept certification therefor; but successive temporary appointments shall not be made under this clause, nor shall any person be eligible for temporary employment if he has served under temporary appointment in the same department, office or institution within the previous three months. Neither acceptance nor declination of any such temporary employment shall affect the right of an eligible to certification for regular appointment; nor shall acceptance confer any of the rights of promotion, transfer or reinstatement.

RULE IX.

SUSPENSION AND REINSTATEMENT.

(a) Any person holding an office or position under the Classified Service who has been separated from the service without any delinquency or misconduct on his part, but owing to reasons of economy or otherwise, may be reinstated within two years from the date of such separation to the same or similar office or position in the same department; and whenever any permanent office or position in the Classified Service is abolished or made unnecessary, the person or persons legally holding such office or position shall be deemed to be suspended without pay, and the names of such persons shall, on due notification from the appointing officer, be placed by the Commission on a special list, and for a period of two years from the date of the abolishment of such office or position the person who held the same shall be entitled to reinstatement in any office or position of the same or similar kind as that previously abolished, and the names of all such persons, when an office or position is to be filled of a character the same or similar to that previously held by them, shall be certified by the Commission to any appointing officer when such appointing officer shall make known to such Commission, in the manner designated in this act, the office or position to be filled. (Section 23.)

(1) The names of persons suspended without pay, and entitled to reinstatement in accordance with the provisions of Section 23, shall be placed on special lists in accordance with the duties performed by such persons in the positions from which suspension is made in the order of the dates of their original appointment to the classified service. Whenever a vacancy occurs in a position for which any special list is appropriate, certification shall be made therefrom, in accordance with the provisions of Rule VII, in preference to certification from any other list until such special list is exhausted.

RULE X.

TRANSFER.

(a) With the consent of the Commission, a person holding an office or position in the Classified Service may on his own request,

be transferred to a similar office or position in another office, department or institution, but no transfer shall be made from an office or position in one class to an office or position in another class, nor shall a person be transferred to an office or position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to an office or position held by such person. (Section 23.)

(1) No transfer shall be recognized until the Commission has approved it as in accordance with law and the provisions of these rules, and no transfer shall be made to a position which, in the opinion of the Commission, can be adequately filled by promotion.

(2) A person holding a position in the competitive class who did not enter the service by qualifying in an open competitive examination may be transferred to a similar position in the same group and grade, provided he has served continuously for at least three years in a position in the same group and three months in the same grade as that from which transfer is proposed. (Adopted October 6, 1908, amended August 30, 1910.)

RULE XI.

PROMOTION.

(a) Vacancies in positions in the Competitive Class shall be filled, so far as practicable, by promotions from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotions shall be based upon merit, to be ascertained by examinations to be provided by the Commission, and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority and experience. For the purposes of this section an increase in the salary, or other compensation of any person holding an office or position within the scope of the rules prescribed by the Commission, beyond the limit fixed for the grade in which such office or position is classified shall be deemed a promotion. No person shall be promoted to a position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than

those required for original entrance to the position held by such person except as provided above. (Section 22.)

(1) A change in rank or grade shall constitute promotion. A material change in duties and responsibilities shall be deemed a change in rank and an increase in salary beyond the limits fixed for the grade by Clause 8 of this rule shall be deemed a change in grade.

(2) Vacancies in position in the competitive class above the lowest rank or grade shall, so far as practicable, be filled by promotion from among persons in the same department, office or institution who have held positions for at least six months, but in police and fire departments for at least twelve months, in the next lower rank or grade. (Amended Oct. 25, 1910.)

(3) Promotion shall be based on competitive mental examination, and the comparative efficiency, character, conduct, and seniority and experience in service of the candidates for promotion.

(4) The departments, offices and institutions subject to the provisions of the civil service law are hereby required to establish and maintain efficiency records for each employe holding a position in the competitive class, showing the quantity of work performed, the quality of work performed, aptitude and capacity of initiative, punctuality and attendance, and character and habits so far as they affect efficiency or trustworthiness. Such records shall also give a list of all fines and penalties imposed and all commendations bestowed. The Commission shall furnish blank efficiency records upon which the entries shall be made by the immediate chief of the employe to be rated. In the first week of January of each year the head of the department, office or institution shall certify and transmit to the Commission a transcript or summary of such records for the preceding year. An employe's record shall be open to his inspection under proper supervision.

(5) In order to be eligible for any promotion a person must have served continuously for the six months, but in police and fire departments for at least twelve months, immediately preceding such promotion in a position in the next lower grade and

in the same group, in the same office, department or institution in which the promotion is to be made. If there are less than three persons who have so served in the next lower grade in the same group, or if all such persons fail in any promotion examination, then all persons who have so served in the second lower grade of such group shall be eligible to promotion. The Commission may in any case extend eligibility for promotion to the incumbents of any of the following classes of positions: first, persons who for more than six months, but in police and fire departments for at least twelve months, have served in any of the lower grades in the same group in the same office, department or institution; second, persons who for more than six months, but in police and fire departments for at least twelve months, have served in another group, but in a similar position in the same office, department or institution; third, persons who for more than six months, but in police and fire departments for at least twelve months, have served in the same or another group, but in a similar position, in other offices, departments or institutions; provided, however, that no persons in any of the three classes of positions before mentioned shall be eligible to promotion unless the Commission shall find that the nature of the duties of the positions held by such persons are such as naturally and properly fit them to perform the duties of the position to which they seek promotion as fully as the duties of the persons holding positions in the next two lower grades in the same group in the office, department or institution in which promotion is to be made; but no person shall be eligible to promotion who lacks any of the preliminary requirements for original entrance to the position to be filled by promotion. (Adopted Oct. 6, 1908; amended Oct. 25, 1910.)

(6) Whenever there are not more than three persons eligible to any promotion the appointing officer may nominate one of such eligible persons who may be promoted upon passing the required examination; but no examination shall be required for promotion to the next higher grade in such a case (i) when the person promoted has qualified in an open competitive examination and his name is upon the appropriate eligible list for the position to

be filled in force at the time of the promotion; (ii) when the promotion is a mere increase in salary without any change whatever in the duties of the person promoted; (iii) when such person entered the service through open competitive examination if there is not required for original entrance to the position to which promotion is sought an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person. (Adopted Oct. 6, 1908.)

(7) In cases where distinct open competitive examinations are customarily held and eligible lists maintained for several grades in the same group, persons who successfully compete in such examinations for grades to which they are eligible to promotion under this rule shall be preferred in certification from the resulting eligible lists over persons not eligible to promotion. (Adopted Oct. 6, 1908.)

(8) Whenever there are more than three persons eligible to any promotion the commission shall hold a competitive examination of those eligible to said promotion and shall cause notices of the same to be posted conspicuously in the office or institution wherein the promotion is to be made and to be mailed to those eligible to the promotion. (Adopted Oct. 6, 1908.)

(9) The Commission shall send to each person entitled to compete for promotion an application blank, upon which the candidate shall state in full his experience in the service, and before entering the service, qualifying him to enter the examination. Such application shall be signed and sworn to and may be given such weight, as supplementing the efficiency record, as the Commission shall see fit.

(10) If the vacancy to be filled is in a position in Grades 5, 6 or 7, the Commission may, if it deems that, on account of the executive ability required to fill the position, promotion by competitive examination is impracticable and not for the best interests of the service, hold an original competitive examination without regard to the number of persons in the next lower rank or grade.

(11) Examinations for promotion shall be held at such times and places as the Commission shall designate. Eligible lists shall

be drawn up and requisition, certification and appointment made in the same manner as prescribed for original appointment in Rules VI and VII.

(12) The grades for all departments, offices or institutions, except as otherwise specified in these rules, shall be the following:

Grade 1. All positions, the compensation of which is at the rate of not more than \$360 per annum.

Grade 2. All positions, the compensation of which is at the rate of more than \$360 and not more than \$600 per annum.

Grade 3. All positions, the compensation of which is at the rate of more than \$600 and not more than \$1,000 per annum.

Grade 4. All positions, the compensation of which is at the rate of more than \$1,000 and not more than \$1,500 per annum.

Grade 5. All positions, the compensation of which is at the rate of more than \$1,500 and not more than \$2,000 per annum.

Grade 6. All positions, the compensation of which is at the rate of more than \$2,000 and not more than \$2,500 per annum.

Grade 7. All positions, the compensation of which is at the rate of more than \$2,500 per annum.

In determining the rate of compensation for the purposes of this rule, full maintenance in institutions shall be valued at \$150 per annum.

(13) Employees paid according to piece work shall be considered as not graded. (Adopted June 30, 1908.)

(14) In case a statute, or an ordinance, or fixed rule adopted prior to December 1, 1908, provides for a stated increase of salary automatically after a certain term of service, in a police or fire department, the promotion in grade which may thus be effected shall be permitted without examination. (Adopted November 24, 1908.)

(15) On request of the appointing officer, for satisfactory cause expressed in writing to the Commission, a promotion may be made on examination for a probationary period of three months on conditions identical with those of original appointments as set forth in Rule VII (b). In such case the new appointee taking the place of the person thus promoted shall be regarded as a temporary appointee under the provisions of Rule VIII (2), but if the promotion shall, at the end of the period, be

made permanent, then the service of the new appointee shall be held to have been probationary, and that appointment shall also be made permanent. (Adopted November 24, 1908.)

RULE XII.

REMOVAL AND REDUCTION.

(a) No officer, clerk or employe in the Classified Civil Service shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of his religious or political opinions or affiliations. Further, no officer, clerk or employe holding a position in the Competitive or Non-Competitive Class of the Classified Civil Service shall be removed, discharged or reduced, except as provided in section seventeen of this act as to probationers, until he shall have been furnished with a written statement of the reasons for such action and been allowed a reasonable time in which to make written answer thereto. In every case of such removal, discharge or reduction a copy of the statement or reasons therefor and of the answer thereto shall be furnished to the Civil Service Commission, and entered upon the records of said Commission and upon the records of the department or office in which the discharged, removed or reduced person was or is employed. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days; *provided, however,* that successive suspensions are not to be allowed. (Section 24.)

RULE XIII.

SPECIAL PROVISIONS AFFECTING THE POLICE AND FIRE SERVICES.

(1) Before admission to an examination for the police or the fire service, each applicant therefor, whose application has been accepted, shall be subjected to medical and physical tests having reference to (i) measurements of weight, height, and chest expansion and mobility; (ii) sight and hearing; (iii) condition of hands, feet, and joints of all limbs; (iv) general organic condition; (v) habits as to the use of stimulants and narcotics; and (vi) previous condition of health. The medical and physical examiners shall report to the Commission in writing the results

of such tests upon blank forms provided by the Commission, and no applicant shall be admitted to the examination who is not certified by them to be qualified and sound in each of the aforesaid particulars. (Adopted September 25, 1908.)

(2) The relative measurements required shall be as follows:

POLICE SCHEDULE.

<i>Height.</i>	<i>Minimum Weight.</i>	<i>Maximum Weight.</i>	<i>Minimum Circumference of Chest, Quiescent.</i>	<i>Minimum Mobility.</i>
5 ft. 7½ in.	145 lbs.	185 lbs.	35 in.	2½ in.
5 " 9 "	150 "	190 "	35½ "	2½ "
5 " 10 "	155 "	195 "	36 "	2½ "
5 " 11 "	160 "	205 "	37 "	2½ "
6 " "	165 "	210 "	37½ "	3 "
6 " 1 "	170 "	215 "	38 "	3 "
6 " 2 "	175 "	225 "	39 "	3 "
6 " 3 "	180 "	230 "	40 "	3 "
6 " 4 "	185 "	235 "	41 "	3½ "
6 " 5 "	190 "	245 "	42 "	3½ "

An increase not to exceed 20 pounds may be allowed in each maximum weight prescribed above; provided, however, that in each and every case where the increase is allowed the applicant must be muscular and vigorous and not obese, and his abdominal measurement, at rest, in normal position, over the umbilicus (tape line snug but not tight), must not exceed his chest measurement at full expansion over the nipples, and also an applicant who may fully comply with the figures above as to height and weight may be rejected if general adiposis, or any tendency thereto, be a physical characteristic. Provided, that any variations from the prescribed schedule shall be determined by the medical examiner after a careful measurement of the chest and abdominal circumferences of the applicants and comparison of same with the height and weight as fixed by the schedule.

FIRE SCHEDULE.

<i>Height.</i>	<i>Minimum Weight.</i>	<i>Maximum Weight.</i>	<i>Minimum Circumference of Chest, Quiescent.</i>	<i>Minimum Mobility.</i>
5 ft. 6 in.	137 lbs.	177 lbs.	34 in.	2 in.
5 " 8 "	140 "	180 "	35 "	2½ "
5 " 9 "	145 "	185 "	35½ "	2½ "
5 " 10 "	150 "	190 "	36 "	2½ "
5 " 11 "	155 "	195 "	37 "	2½ "
6 "	160 "	205 "	37½ "	3 "
6 " 1 "	165 "	210 "	38 "	3 "
6 " 2 "	170 "	220 "	39 "	3 "
6 " 3 "	175 "	225 "	40 "	3 "
6 " 4 "	180 "	230 "	41 "	3½ "
6 " 5 "	185 "	235 "	42 "	3½ "

A modification of the chest measurement required in both the police and fire schedules may be allowed as follows:

To an applicant whose height is between 5 feet 9 inches and 6 feet, a reduction of one inch or any fraction thereof;

To an applicant whose height is 6 feet or over, a reduction of 1½ inches or any fraction thereof;

Provided, that in each case the applicant shall have a chest expansion of three inches or more. (Adopted September 25, 1908.)

(3) For original entrance to the uniformed police and fire services the Commission shall, except as otherwise provided by law, fix the minimum age limit at not less than 21 years, and the maximum age limit at not more than 30 years at the date of the examination. (Adopted September 25, 1908.)

(4) The subjects of rating in such examination and the relative weights thereof shall be as follows: Physical development and strength, 50; and mental tests, 50. The mental tests shall embrace an elementary knowledge of government, information as to city streets and localities, writing from memory the substance of communicated orders, and such other elementary subjects as may be prescribed. (Adopted September 25, 1908.)

(5) A candidate to be eligible for appointment must obtain an average of not less than 70 per cent. on the mental tests and 70 per cent. on the physical development and strength. (Adopted September 25, 1908.)

(6) Candidates for appointment from the eligible lists must undergo medical re-examination to ascertain their general physical condition if more than 30 days have elapsed since their original examination. (Adopted September 25, 1908.)

(7) In a competition for promotion in the police or the fire service, the written examination shall cover: the writing of a report to a superior officer on some designated subject; knowledge of the administration, organization and discipline of the police or the fire department; knowledge of the administrative relations of such department with other branches of the city government; knowledge of laws or ordinances relating to police or fire duty; knowledge and construction of departmental rules and regulations; knowledge of the simple rules of evidence (in the case of the police service), and such other pertinent subjects as the Chief Examiner, subject to the direction of the Commission, may prescribe. (Adopted September 25, 1908.)

(8) No candidate shall be eligible for promotion whose ascertained general average is less than 80 per cent. (Adopted September 25, 1908.)

(9) Whenever a position in either the police or the fire service to which promotion is sought calls for qualifications of a special or technical character, the Chief Examiner may, subject to the direction of the Commission, fix such subjects therefor as may be appropriate, in addition to those required for the promotion in grade. (Adopted September 25, 1908.)

(10) In every particular not herein specified, appointments or promotions in the police or the fire service are subject to the general provisions of these rules. (Adopted September 25, 1908.)

RULE XIV.

NON-COMPETITIVE CLASS.

(a) The Non-Competitive Class shall include such positions as are not in the exempt class or the labor class and which it is impracticable to include in the competitive class. Appointments for positions in the Non-Competitive Class shall be made after such non-competitive examination as shall be prescribed by the rules of the Civil Service Commission. And from among those

eligible, preference in appointment shall be given to soldiers, sailors or marines who have served in any war of the United States and have been honorably discharged from the United States services. The said Commission shall state in its annual report the number of persons who come within this class, and the character of their services. (Section 15.)

(1) The positions in the Non-Competitive Class shall be those of a minor nature, in penal or charitable institutions or elsewhere, which it is not practicable to fill either through competition or through registration under the provisions of Rule XV. and which are specifically named in Schedule B, which is hereby made a part of this rule, or which may hereafter, by action of the Commission, be included therein.

(2) For the conduct of examinations for positions in the Non-Competitive Class, the Commission may, in its discretion, appoint a Board of Examiners in each municipality, department, office or institution in which such positions are classified, composed of not less than three of the superior officers or employees. Each Board shall transmit to the Commission, at the end of each month, a statement of the results of the examinations they have conducted, setting forth the names of the persons examined or appointed, the compensation of each, and such other information as the Commission may require. (Amended January 12, 1909.)

(3) The Commission shall provide a particular form of application, upon which shall be noted the requirements as to age, residence and physical condition, and the fact that the appointing officer has power to select for appointment, with sole regard to merit and fitness, at will from among those who are found qualified as the result of examination, except that veterans entitled to preference under Section 15, and who have proved their eligibility through examination, shall be first appointed.

(4) Examinations for positions in the non-competitive class shall be such as shall determine the following qualifications:

First. That the person examined is within the limits of age prescribed for the position or employment to which he has been named;

Second. That he is properly certified as free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties;

Third. That his character is such as to qualify him for such position or employment; and

Fourth. That he possesses the requisite knowledge and ability to enter on the discharge of his duties in the service.

To preserve a uniform standard in such qualifications for like positions and employments in the various institutions and offices, the Commission, after consultation with the principal officers concerned, may by regulations prescribe uniform limitations and tests for the government of the examiners. (Adopted Oct. 6, 1908.)

(5) Appointments to positions in the Non-Competitive Class shall be for a probationary period of three months, and shall be made in the manner prescribed by Clause 4 of Rule VII. Removals are subject to the provisions of Rule XII.

RULE XV.

LABOR CLASS.

(a) The Labor Class shall include ordinary unskilled laborers. Vacancies in the Labor Class shall be filled by appointment from lists of applicants registered in their respective localities by the Civil Service Commission. Preference in employment from such lists shall be given according to the date of application. There shall be separate lists of applicants for different kinds of labor or employments, and the said Commission may establish separate labor lists for various localities, institutions and departments. The said Commission shall require an applicant for registration for the labor service before he can be registered to furnish evidence or to pass such examinations as they may deem proper with respect to his age, residence, physical condition, ability to labor, sobriety, industry, capacity and experience in the trade or employment for which he applies. (Section 16.)

(1) The positions in the Labor Class shall be those only which are specifically named in Schedule C, which is hereby made a part of this rule, or which may hereafter, by action of the Commission, be included therein.

(2) In each county of the State and in such localities, institutions and departments as it may deem desirable, the Commission may appoint labor examiners, who shall be known as Registrars

of Labor, and who shall perform such duties in connection with the examination, registration and certification of laborers as the Commission may prescribe.

(3) The Commission shall provide a special form of application, upon which the candidate shall be required to state under oath facts in regard to his age, residence, citizenship, physical condition, previous occupation and experience, and to furnish certificates from former employers and others as to character and capacity. If the application is not in the handwriting of the applicant, it shall state by whom it was written, giving the name, occupation and address of such person.

(4) When the applications have been filed, they shall be the subject of examination and rating. The Commission may add such oral, practical, medical and physical tests, and may adopt such methods for the verification of the facts stated in the application as it may deem advisable.

(5) The names of those who fulfill the requirements and pass the examination shall be placed on the proper registration list in the order in which their applications were received. A name shall be stricken from the list at the expiration of one year. Separate registration lists shall be established for laboring positions in each county, and the Commission may establish separate registration lists for such localities, institutions and departments as it may deem desirable. (Amended Oct. 11th, 1910.)

(6) The appointing officer, in making requisition, shall state the kind of labor needed, the pay and probable length of employment, the number to be employed and the date, time and place at which they should report. The Commission, or the proper Registrar of Labor, shall notify, in the order of their standing on the registration list, double the number to be employed to report at the designated time and place, and shall send to the appointing officer a list of those notified. From among those reporting at said time and place the appointing officer shall appoint the number actually needed in the exact order of their standing on the list. The appointment shall be for a probationary period of three months, in accordance with Section 17 of the Civil Service Law.

(7) In a case of emergency, where it is not practicable to secure laborers from a registration list with sufficient prompt-

ness, or in case the list is temporarily exhausted, the appointing officer may hire or employ, subject, however, to the subsequent approval of the Commission, as many persons as may be required; but such employment shall absolutely cease as soon as appointment can be made from the registration list. In no case shall such employment continue for a longer period than two months, nor shall successive emergency appointments be made.

(8) A laborer discharged from the service shall be reported in writing to the Registrar of Labor by the officer under whom the laborer was working, stating the position in which he was last employed, and certifying that his conduct and capacity were "good," "fair" or "poor." In case he receives a rating of "good" for both conduct and capacity, he shall be registered on a preferred list for reinstatement, in the same or a similar position, and his name shall remain on such list for a period of two years. The order on such reinstatement list shall be determined by the date of discharge and notification to report for re-employment shall be given in that order. If rated as "poor" in either conduct or capacity he shall not be allowed to register again for a period of two years, except by special permission of the Commission, for reasons to be stated in its minutes. The reports on laborers shall be kept on file by Registrars of Labor, and shall be open at all times to public inspection. (Amended Nov. 24, 1908.)

(9) A person who has served with fidelity for one year in a position in the Labor Class may be transferred to any other position therein for which he is found to possess such qualifications as are required in the case of original appointment to such other position.

RULE XVI.

OFFICIAL ROSTER.

(a) It shall be the duty of each appointing officer to report to the Civil Service Commission forthwith upon the appointment or employment the name of such appointee or employe, the title and character of his office or employment, the date of commencement of service by virtue thereof, and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowledge of each case, any separation of

eligible, preference in appointment shall be given to soldiers, sailors or marines who have served in any war of the United States and have been honorably discharged from the United States services. The said Commission shall state in its annual report the number of persons who come within this class, and the character of their services. (Section 15.)

(1) The positions in the Non-Competitive Class shall be those of a minor nature, in penal or charitable institutions or elsewhere, which it is not practicable to fill either through competition or through registration under the provisions of Rule XV. and which are specifically named in Schedule B, which is hereby made a part of this rule, or which may hereafter, by action of the Commission, be included therein.

(2) For the conduct of examinations for positions in the Non-Competitive Class, the Commission may, in its discretion, appoint a Board of Examiners in each municipality, department, office or institution in which such positions are classified, composed of not less than three of the superior officers or employes. Each Board shall transmit to the Commission, at the end of each month, a statement of the results of the examinations they have conducted, setting forth the names of the persons examined or appointed, the compensation of each, and such other information as the Commission may require. (Amended January 12, 1909.)

(3) The Commission shall provide a particular form of application, upon which shall be noted the requirements as to age, residence and physical condition, and the fact that the appointing officer has power to select for appointment, with sole regard to merit and fitness, at will from among those who are found qualified as the result of examination, except that veterans entitled to preference under Section 15, and who have proved their eligibility through examination, shall be first appointed.

(4) Examinations for positions in the non-competitive class shall be such as shall determine the following qualifications:

First. That the person examined is within the limits of age prescribed for the position or employment to which he has been named;

Second. That he is properly certified as free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties;

Third. That his character is such as to qualify him for such position or employment; and

Fourth. That he possesses the requisite knowledge and ability to enter on the discharge of his duties in the service.

To preserve a uniform standard in such qualifications for like positions and employments in the various institutions and offices, the Commission, after consultation with the principal officers concerned, may by regulations prescribe uniform limitations and tests for the government of the examiners. (Adopted Oct. 6, 1908.)

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of Labor, and who shall perform such duties in connection with the examination, registration and certification of laborers as the Commission may prescribe.

(3) The Commission shall provide a special form of application, upon which the candidate shall be required to state under oath facts in regard to his age, residence, citizenship, physical condition, previous occupation and experience, and to furnish certificates from former employers and others as to character and capacity. If the application is not in the handwriting of the applicant, it shall state by whom it was written, giving the name, occupation and address of such person.

(4) When the applications have been filed, they shall be the subject of examination and rating. The Commission may add such oral, practical, medical and physical tests, and may adopt such methods for the verification of the facts stated in the application as it may deem advisable.

(5) The names of those who fulfill the requirements and pass the examination shall be placed on the proper registration list in the order in which their applications were received. A name shall be stricken from the list at the expiration of one year. Separate registration lists shall be established for laboring positions in each county, and the Commission may establish separate registration lists for such localities, institutions and departments as it may deem desirable. (Amended Oct. 11th, 1910.)

(6) The appointing officer, in making requisition, shall state the kind of labor needed, the pay and probable length of employment, the number to be employed and the date, time and place at which they should report. The Commission, or the proper Registrar of Labor, shall notify, in the order of their standing on the registration list, double the number to be employed to report at the designated time and place, and shall send to the appointing officer a list of those notified. From among those reporting at said time and place the appointing officer shall appoint the number actually needed in the exact order of their standing on the list. The appointment shall be for a probationary period of three months, in accordance with Section 17 of the Civil Service Law.

(7) In a case of emergency, where it is not practicable to secure laborers from a registration list with sufficient prompt-

ness, or in case the list is temporarily exhausted, the appointing officer may hire or employ, subject, however, to the subsequent approval of the Commission, as many persons as may be required; but such employment shall absolutely cease as soon as appointment can be made from the registration list. In no case shall such employment continue for a longer period than two months, nor shall successive emergency appointments be made.

(8) A laborer discharged from the service shall be reported in writing to the Registrar of Labor by the officer under whom the laborer was working, stating the position in which he was last employed, and certifying that his conduct and capacity were "good," "fair" or "poor." In case he receives a rating of "good" for both conduct and capacity, he shall be registered on a preferred list for reinstatement, in the same or a similar position, and his name shall remain on such list for a period of two years. The order on such reinstatement list shall be determined by the date of discharge and notification to report for re-employment shall be given in that order. If rated as "poor" in either conduct or capacity he shall not be allowed to register again for a period of two years, except by special permission of the Commission, for reasons to be stated in its minutes. The reports on laborers shall be kept on file by Registrars of Labor, and shall be open at all times to public inspection. (Amended Nov. 24, 1908.)

(9) A person who has served with fidelity for one year in a position in the Labor Class may be transferred to any other position therein for which he is found to possess such qualifications as are required in the case of original appointment to such other position.

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a person from the service, or other change therein, and such other information as the Civil Service Commission may require, in order to keep the roster hereinafter mentioned. The Commission shall keep in its office an official roster of the classified civil service of this State, and of such municipalities thereof as may adopt the provisions of this act, and shall enter thereon the name of every person who has been appointed to, employed, promoted, reduced or reinstated in any position in such service. This roster shall be open to public inspection at all reasonable hours. The roster shall show, in connection with each name, the date of appointment, employment, promotion, reduction or reinstatement, and the compensation of the position, the title of the position, and the nature of the duties thereof, and the date and cause of any termination of such office or employment. (Section 25.)

RULE XVII.

CERTIFICATION OF PAYROLLS.

(a) It shall be unlawful for the Comptroller or other fiscal officer of the State, or of any municipality thereof that may adopt the provisions of this act, to draw, sign or issue any warrant on the Treasurer or other disbursing officer of the State, or of any municipality thereof that may have adopted the provisions of this act, for the payment of any salary or compensation to any officer, clerk, employe, or other person in the Classified Service, unless an estimate, pay-roll or account for such salary or compensation, containing the names of every person to be paid, shall bear the certificate of the Civil Service Commission that the persons named in such estimate, pay-roll, or account have been appointed, employed, reinstated or promoted in pursuance of law and of the rules made in accordance with this act. Any officer, clerk, employe or person entitled to be certified by the said Commission to the Comptroller, or other fiscal officer or disbursing officer, as having been appointed or employed in pursuance of law and of the rules made in accordance with this act, who shall be refused such certificate, may maintain a proceeding by mandamus to compel such Commission to issue such certificate. Any sums paid contrary to the provisions of this section may be recovered from any officer or officers making such appointment in contravention of the provisions of law, or of the rules made in pursuance of law, or from any officer signing or countersigning, or authorizing the signing or countersigning of any warrant for the payment of the same, or from the sureties on the official bond

of any of the said officers, in an action of debt in the Court of Common Pleas of any county within the State by a citizen resident therein who is assessed for and liable to pay, or within one year before the commencement of the action has paid, a State, city or county tax within the State. All moneys recovered in any action brought under this section shall, when collected, be paid into the treasury of the State, or of the proper municipality thereof, as the case may be, except that the plaintiff in any such action shall be entitled to receive, for his own use, the taxable costs of such action and five per centum of the amount recovered as attorney's fees. (Section 26.)

(1) Heads of departments, offices and institutions, or their authorized deputies, shall furnish the Commission pay-rolls containing the names of employes subject to the provisions of the civil service law at least five days before payment is to be made, and shall certify that the persons named therein are employed solely in the proper duties of the positions and employments indicated.

(2) For payments for irregular or occasional services, and for advances of salary to regular employes, the head of such a department, office or institution shall transmit to the Commission the original account or a special pay-roll or a request for advance payment, bearing his written approval, which approval shall be deemed to be a certificate of the facts required by the preceding section to be certified on the regular pay-rolls. Upon examination and certification by the Commission such account, pay-roll or request shall be forwarded to the Comptroller or other fiscal officer. (Adopted October 6, 1908.)

(3) The Commission, by resolution, may authorize one of its own members, or its Secretary, or one of its regular employes specially designated as Assistant Secretary, to attach the certificate of the Commission in accordance with the provisions of Section 26.

(4) Upon satisfactory evidence, that with intent to evade the provisions of law and of these rules, any person appointed to or employed in any position in the classified service has been assigned to perform duties other than those for which he was examined and certified, or under any title not appropriate to the duties to be performed, the Commission will refuse certification

and remove his name from the official roster. (Adopted October 6, 1908.)

RULE XVIII.

GENERAL PROVISIONS.

(1) The violation of any of the provisions of the Civil Service Law or of these rules by any persons in the Civil Service of the State or of any municipality thereof, which shall have adopted this act, shall be considered a good cause for the dismissal of such person from the service. (Adopted October 6, 1908.)

(2) No person in the Civil Service of the State, or of any municipality thereof, which shall have adopted this act, shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of, any person in such service, because of his political opinions or affiliations. (Adopted October 6, 1908.)

(3) No question in any examination, or form of application or other proceeding by, or under the Commission or its examiners, shall be so framed as to elicit information concerning, nor any other attempt be made to ascertain the political opinions or affiliations of any applicant, competitor or eligible, and all disclosures thereof shall be discountenanced by the commission and its examiners, and no discrimination shall be exercised, threatened or promised against or in favor of any applicant, competitor or eligible, because of his political opinions or affiliations. (Adopted October 6, 1908.)

(4) No recommendation of an applicant, competitor or eligible involving any disclosure of his political opinions or affiliations shall be received, filed or considered by the Commission, by an examining board, or by any nominating or appointing officer. (Adopted October 6, 1908.)

(5) No appointment or selection to or removal from an office or employment within the scope of any rules established under the Civil Service Law shall be in any manner affected or influenced by any political opinions or affiliations. (Adopted October 6, 1908.)

RULE XIX.

ADMINISTRATIVE REGULATIONS.

(1) The Commission shall prescribe and enforce suitable regulations for carrying into effect the provisions of these rules, and for the guidance of its own action and that of its subordinates.

RULE XX.

AMENDMENT OF RULES.

(1) After January 1, 1909, no amendment to these rules shall be adopted at the same meeting at which it is proposed, and no final action shall be taken on any amendment until after a public hearing of which the Commission shall give due notice in the manner prescribed by Rule II (a).

APPENDIX V.

SCHEDULE OF EXAMINATIONS HELD

(145)

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DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.	Passed.
1910.					
April 11th	Newark,	Canvassers on Soil,	3	...	3
April 14th	Newark and Camden,	Matron and Nurse,	2	...	2
April 21st	Trenton, Newark and Camden,	Sergeant-at-Arms,	16	13	3
May 7th	Trenton,	Stenographer (Promotion examination),	1	...	1
May 12th	Jersey City and Trenton,	County Probation Officer,	61	44	17
May 12th	Trenton,	Tailor,	1
May 13th	Trenton,	Probation Officer (Qualifying examination),	1	...	1
May 16th	Trenton,	Assistant Forester,	9	6	3
May 19th	Trenton, Jersey City and Atlantic City, ..	Attendants (Male),	4	1	3
May 19th	Trenton, Jersey City and Atlantic City, ..	Nurse and Officer (Female), ..	4	1	3
May 19th	Trenton,	Officer (State Home for Girls), ..	6	...	6
May 19th	Trenton, Jersey City and Atlantic City, ..	Attendant and Musician,	3	...	3
June 23d	Morri Plains and Trenton,	Indexer,	12	8	4
June 23d	Camden,	Head Baker,	4	2	2
May 23d	Trenton and Newark, ..	Stenographer (First Grade), ..	23	17	6
June 13th	Trenton and Newark, ..	Stenographer (Second Grade),
June 24th	Trenton,	Office Boy,	27	13	14
June 27th	Trenton and Newark, ..	Building and Loan Examiner, ..	24	21	3
June 27th	Trenton,	School Librarian (Montclair Normal School),	10	3	7
July 7th	Newark,	Head Mason,	3	3	...
July 11th	Trenton,	Chief Inspector,	13	10	3
July 14th	Jersey City,	Stenographer, Female (Board of Children's Guardians), ..	21	11	10
July 14th	Camden,	Detective (Camden County), ..	9	6	3
July 18th	Morristown,	Clerk (First District Court, Morris county),	4	1	3
Aug. 2d	Newark,	Sergeant-at-Arms (Qualifying examination),	5	4	1
Sept. 1st	Skillman,	Supervisor (State Village for Epileptics),	4	2	2
Sept. 8th	Trenton,	Assistant Engineer Carpenter and Cabinet Maker	13	9	4
Sept. 12th	Toms River,	Captain, State Boat,	7	4	3
Sept. 12th	Toms River,	Engineer State Boat	6
Sept. 15th	Trenton,	Head Dairyman,	9	7	2
Sept. 19th	Trenton,	Inspector Gas and Gas Meters, ..	4
Sept. 22d	Trenton,	Male Supervisors,	8	5	3
Sept. 20th	Newark,	Stenographer and Office Asst., ..	9	6	3
Oct. 2d	Trenton,	Probation Officer (Qualifying), ..	2	...	2
Oct. 3d	Trenton,	Officer,	1	...	1
Oct. 6th	Trenton,	Food and Drug Chemist,	2	...	2
Oct. 6th	Glen Gardner,	Matron,	3	2	1
Oct. 13th	Trenton and Newark, ..	Stenographer (First Grade), ..	41	34	7

LIST OF EXAMINATIONS FROM OCT. 31, 1909, TO NOV. 1, 1910.

DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.	Passed.
1909.					
Nov. 1st	Trenton,	Sanitary Inspector,	6	4	2
Nov. 1st	Trenton,	Vault Clerk,	8	5	3
Nov. 4th	Trenton, Newark and Camden,	Civil Engineer,	24	16	8
Nov. 8th	Trenton,	Tailor,	5	3	2
Nov. 10th	Hoboken,	Machinist,	37	18	19
Nov. 11th	Bayonne,	Assistant Librarian,	6	4	2
Nov. 15th	Newark,	Head Plumber,	10	6	4
Nov. 18th	Newark,	Chef,	6	3	3
Nov. 18th	Camden,	Captain-Engineer,	9	7	2
Nov. 22d	Newark and Camden,	Head Baker,	11	9	2
Nov. 22d	Newark,	Head Farmer,	3	2	1
Dec. 1st	Hoboken and Trenton,	Foreman-Carpenter,	14	7	7
Dec. 1st	Hoboken,	Stationary Fireman,	11	7	4
Dec. 2d	Trenton, Newark and Camden,	Bookkeeper, Second Class,	11	7	4
Dec. 2d	Trenton, Newark and Camden,	Bookkeeper, First Class,	16	4	12
Dec. 8th	Hoboken and Trenton,	Electrician,	17	11	6
Dec. 9th	Jersey City, Newark and Camden,	Fish and Game Warden,	62	30	32
Dec. 10th	Bayonne,	Asst. City Clerk (Bayonne), ..	3	3
Dec. 13th	Newark,	Fireman (U. F. D.),	156	131	25
Dec. 16th	Trenton, Newark and Camden,	Inspector Water-Supplies,	6	4	2
Dec. 23d	Trenton and Newark,	Creamery and Dairy Inspector, ..	24	19	5
Dec. 27th	Trenton,	Telephone Operator,	18	6	12
1910.					
Jan. 6th	Trenton, Newark and Camden,	Washer and Cleaner,	12	1	11
Jan. 21st	Rahway,	Day Center Keeper,	1	1
Jan. 24th	Trenton and Newark,	Assistant Matron,	2	1	1
Jan. 27th	Morris Plains,	Head Gardener,	7	6	1
Jan. 31st	Newark,	Superintendent of Baths,	16	6	10
Feb. 2d	Newark,	Assistant Plumbing Inspector, ..	1	1
Feb. 3d	Newark,	Superintendent of Sweeps,	24	12	12
Feb. 23d	Morris Plains,	Chef,	6	3	3
Feb. 23d	Morris Plains,	Tailor,	1
Mar. 3d	New Brunswick,	Chemist,	1	1
Mar. 3d	Jersey City,	Sergeant-at-Arms.	17	13	4
Mar. 16th	Newark,	District Court Clerk (Qualifying),	4	4
Mar. 18th	Trenton,	Parole Officer,	3	1	2
Mar. 24th	Jersey City and Camden,	District Court Clerk,	49	35	14
April 7th	Newark and Trenton,	Matron,	6	4	2

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DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.	Passed.
1910.					
April 11th	Newark,	Canvassers on Soil,	3	...	3
April 14th	Newark and Camden,	Matron and Nurse,	2	...	2
April 21st	Trenton, Newark and Camden,	Sergeant-at-Arms,	16	13	3
May 7th	Trenton,	Stenographer (Promotion examination),	1	...	1
May 12th	Jersey City and Trenton,	County Probation Officer,	61	44	17
May 12th	Trenton,	Tailor,	1
May 13th	Trenton,	Probation Officer (Qualifying examination),	1	...	1
May 16th	Trenton,	Assistant Forester,	9	6	3
May 19th	Trenton, Jersey City and Atlantic City,	Attendants (Male),	4	1	3
May 19th	Trenton, Jersey City and Atlantic City,	Nurse and Officer (Female), ..	4	1	3
May 19th	Trenton,	Officer (State Home for Girls), ..	6	...	6
May 19th	Trenton, Jersey City and Atlantic City, ..	Attendant and Musician,	3	...	3
June 23d	Morris Plains and Trenton,	Indexer,	12	8	4
June 23d	Camden,	Head Baker,	4	2	2
May 23d	Trenton and Newark,	Stenographer (First Grade), ..	23	17	6
June 13th	Trenton and Newark,	Stenographer (Second Grade),
June 24th	Trenton,	Office Boy,	27	13	14
June 27th	Trenton and Newark,	Building and Loan Examiner, ..	24	21	3
June 27th	Trenton,	School Librarian (Montclair Normal School),	10	3	7
July 7th	Newark,	Head Mason,	3	3	...
July 11th	Trenton,	Chief Inspector,	13	10	3
July 14th	Jersey City,	Stenographer, Female (Board of Children's Guardians), ..	21	11	10
July 14th	Camden,	Detective (Camden County), ..	9	6	3
July 18th	Morristown,	Clerk (First District Court, Morris county),	4	1	3
Aug. 2d	Newark,	Sergeant-at-Arms (Qualifying examination),	5	4	1
Sept. 1st	Skillman,	Supervisor (State Village for Epileptics),	4	2	2
Sept. 8th	Trenton,	Assistant Engineer, Carpenter and Cabinet Maker,	13	9	4
Sept. 12th	Toms River,	Captain, State Boat,	7	4	3
Sept. 12th	Toms River,	Engineer, State Boat,	6
Sept. 15th	Trenton,	Head Dairyman,	9	7	2
Sept. 19th	Trenton,	Inspector Gas and Gas Meters, ..	4
Sept. 22d	Trenton,	Male Supervisors,	8	5	3
Sept. 29th	Newark,	Stenographer and Office Asst., ..	9	6	3
Oct. 2d	Trenton,	Probation Officer (Qualifying), ..	2	...	2
Oct. 3d	Trenton,	Officer,	1	...	1
Oct. 6th	Trenton,	Food and Drug Chemist,	2	...	2
Oct. 6th	Glen Gardner,	Matron,	3	2	1
Oct. 13th	Trenton and Newark,	Stenographer (First Grade), ..	41	34	7

DATE.	PLACE.	POSITION.	Number of Applicants.	Failed.	Passed.
1910.					
Oct. 18th	Trenton,	Inspector Gas and Gas Meters..	5
Oct. 20th	Trenton and Newark,	Stenographer (Second Grade)..	70	51	19
Oct. 24th	Jersey City,	Agent (State Board of Children's Guardians),	37	31	6
Oct. 27th	Trenton and Newark,	Stenographer (Third Grade),...	54	22	32
			1154	723	414

The discrepancy of seventeen between the total number of applicants and the total of failures and eligibles is due to the fact that some of the examinations had not yet been rated, and the number successful in these examinations had not been ascertained.



APPENDIX VI.

SCHEDULE OF EXAMINATIONS
TO BE HELD.

Schedule of Examinations to be Held.

Wednesday, January 11th.

Matron and Nurse, State Institutions.

Woman Officer, State Home for Girls.

Thursday, January 12th.

First Grade Stenographer, Essex county and city of Newark.

Wednesday, January 18th.

Patrolmen and Firemen, city of Newark. Medical examination.

Thursday, January 19th.

Attendants and Nurses, State Institutions.

Monday, January 23d.

Patrolmen and Firemen, city of East Orange. Medical examination.

First Grade Stationary Firemen, State Institutions. (For candidates in southern part of State.)

Thursday, January 26th.

Patrolmen and Firemen, city of Newark. Physical examination.

Friday, January 27th.

Building Inspectors, Department of Buildings, city of Newark.

Monday, January 30th.

Second Grade Stenographer, city of Newark and Essex county.

Prison and Reformatory Guards, State, Essex county and Newark. Medical examination.

Thursday, February 2d.

Patrolmen and Firemen, East Orange. Physical examination.

Monday, February 6th.

Patrolmen, city of Newark. Written examination.

Thursday, February 9th.

Firemen, city of Newark. Written examination.

Patrolmen, city of East Orange. Written examination.

Wednesday, February 15th.

Prison and Reformatory Guards, State of New Jersey, Essex county, city of Newark. Physical examination.

Thursday, February 16th.

Assistant Sealer of Weights and Measures, city of Newark.
\$110.

Shoemaker, State Village for Epileptics. \$50 per month and maintenance.

Monday, February 20th.

Reformatory Guards, State of New Jersey. Written examination.

Assistant to Auditor, State Accounts.

Statistician and Accountant, Public Utilities Commission.

Thursday, February 23d.

Promotion examination from Fireman to Lieutenant, city of Newark Fire Department.

Inspector, East Orange Water Department.

Firemen, East Orange. Written.

Monday, February 27th.

First Grade Stationary Firemen, State, Essex county and city of Newark. (Examination for North Jersey candidates for State positions.)

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Temporary Assistant, State Entomologist. \$83.33 per month.

Temporary Assistant, State Entomologist. Mosquito work.
\$75 per month.

Wednesday, March 1st.

Court Crier, Gloucester county.

Thursday, March 2d.

Pen and Typewriter Copyist, Essex county.

Prison Guards, State of New Jersey, Essex county and Newark.

Written examination,

Monday, March 6th.

*Promotion examination, Lieutenant to Captain, city of Newark
fire department.*

Inspector of Equipment, Public Utilities Commission.

Thursday, March 9th.

Sanitary Inspector, Newark.

Monday, March 13th.

Clerk in Alms House, Newark.

Visitor, Poor and Alms, Newark.

Thursday, March 16th.

Storekeepers, State Institutions.

Janitors, Essex county and Newark.

Monday, March 20th.

Pharmacist, State, Essex county and Newark.

Elevator Operator, Newark.

Thursday, March 23d.

*Steam and Electrical Engineer, State of New Jersey, Essex
county and Newark.*

*Steam Engineer, State of New Jersey, Essex county and
Newark.*

Monday, March 27th.

Linemen, fire alarm telegraph system, Newark fire department.

Operators, fire alarm telegraph system, Newark fire department.

Steam and Electrical Engineer, State of New Jersey. (For candidates in the southern part of the State.

Steam Engineer, State of New Jersey. (For candidates in the southern part of the State.)

Thursday, March 30th.

Sergeant, Newark Police Department.

Monday, April 3d.

General Office Assistant, State Departments.

Thursday, April 6th.

First Grade Male Stenographer, Newark, Essex county and State.

Monday, April 10th.

Bookkeeper, First and Second Grade, Essex county and Newark.

Thursday, April 13th.

Watchmen, State, Essex county and Newark institutions.

Monday, April 17th.

Stenographers, Third Grade, Essex county and Newark.

Thursday, April 20th.

Dietitian, State Institutions.

Monday, April 24th.

Open.

Thursday, April 27th.

Stenographer, East Orange.

SCHEDULE A.

CLASSIFIED POSITIONS IN THE EXEMPT CLASS.

(Rule II, Clause 2.)

No office or position shall be deemed to be in the Exempt Class unless it is specifically named in such class in the rules.

* * * Not more than one appointment shall be made to or under the title of any such office or position unless a different number is specifically mentioned in the rules. (Section 13.)

STATE SERVICE.

(Classified October 6, 1908.)

(Amended December 15, 1908, and December 14, 1909.)

ADJUTANT-GENERAL.

The Chief Clerk.

STATE BOARD OF ASSESSORS.

The Secretary.

ATTORNEY-GENERAL.

The Assistant Attorney-General

The General Legal Assistants.

STATE BOARD OF AGRICULTURE.

The Secretary.

BOARD OF AGRICULTURE (INSECT AND NURSERY INSPECTION.)

The Secretary.

STATE AGRICULTURAL EXPERIMENT STATION.

The Chief Clerk, Secretary and Treasurer.

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BANKING AND INSURANCE DEPARTMENT.

The Deputy Commissioner,
The Examiners of Banks and Trust Companies,
The Actuary and Special Examiner,
The Examiner of Insurance Companies (\$15.00 a day)

BLIND-COMMISSION FOR AMELIORATING THE CONDITION OF THE BLIND IN NEW JERSEY.

The Secretary.

STATE HOME FOR BOYS.

The Chaplains,
The Physician.

INTERSTATE BRIDGE COMMISSION.

The Secretary.

COURT OF CHANCERY.

The Vice-Chancellors,
The Advisory Masters,
The Stenographers,
The Reporter,
The Sergeants-at-Arms.

CLERK IN CHANCERY.

The Chief Clerk.

CHARITIES AND CORRECTIONS.

The Assistant.

STATE CIVIL SERVICE COMMISSION.

Chief Examiner and Secretary.

STATE COMPTROLLER.

The Deputy Comptroller.

SCHOOL FOR THE DEAF.

The Physician.

STATE BOARD OF EDUCATION.

The Secretary.

COMMISSION ON INDUSTRIAL EDUCATION.

The Secretary and Executive Officer.

COMMISSION ON EMPLOYERS' LIABILITY.

The Secretary.

STATE VILLAGE FOR EPILEPTICS.

The Physicians,

The Secretary,

The Secretary to the Superintendent.

COURT OF ERRORS AND APPEALS.

The Sergeants-at-Arms.

The Docket and Calendar Clerk.

EXECUTIVE DEPARTMENT.

The Assistant Secretary,

The Executive Clerk.

HOME FOR CARE AND TRAINING OF FEEBLE-MINDED WOMEN.

Assistant Physician,

The Treasurer,

The Secretary.

FARNUM PREPARATORY SCHOOL.

The Treasurer.

BOARD OF FISH AND GAME COMMISSIONERS.

The Secretary.

STATE BOARD OF FORESTRY.

The Secretary and Forester,

The Stenographer.

STATE GEOLOGICAL SURVEY.

The Geologists,

The Paleontologists.

STATE HOME FOR GIRLS.

The Secretary,
The Physician,
The Treasurer.

STATE BOARD OF HEALTH.

The Secretary.

NEW JERSEY STATE HOSPITAL AT MORRIS PLAINS

The Secretary,
The Assistant Physicians,
The Medical Interne.

STATE HOSPITAL AT TRENTON, N. J.

The Physicians,
The Secretary.

CONSTRUCTION OF INLAND WATERWAYS.

The Stenographer and Clerk.

DEPARTMENT OF LABOR.

The Assistant Commissioner.

PUBLIC LIBRARY COMMISSION.

The Secretary.

LIVE STOCK COMMISSION.

The Executive Officer and Secretary.

MANUAL TRAINING AND INDUSTRIAL SCHOOL FOR COLORED
YOUTH.

The Physician.
The Treasurer.

DEPARTMENT OF MOTOR VEHICLES.

The Commissioner.

STATE NORMAL SCHOOL AT TRENTON.

The Secretary,
The Treasurer.

STATE OYSTER COMMISSION, DELAWARE BAY.

The Secretary.

COURT OF PARDONS.

The Clerk of Court.

DEPARTMENT OF PROSECUTOR OF THE PLEAS.

The Assistant Prosecutor.

DEPARTMENT OF PRESERVATION OF RECORDS.

The Clerks.

NEW JERSEY STATE PRISON.

The Physician,

The Resident Physician,

The Moral Instructor.

DEPARTMENT OF PUBLIC INSTRUCTION.

The Assistant State Superintendent.

DEPARTMENT OF QUARTERMASTER-GENERAL.

The Deputy, or First Assistant,

The Clerk, Private Secretary and Stenographer.

DEPARTMENT OF QUARANTINE.

The Deputy Health Officer.

BOARD OF PUBLIC UTILITY COMMISSIONERS.

The Secretary.

NEW JERSEY REFORMATORY.

The Deputy Superintendent.

DEPARTMENT OF PUBLIC REPORTS.

The Secretary.

RAILROAD AND CANAL REVALUATION.

Machinery Expert,

Signal Expert.

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Chief Confidential Clerk,
Draughtsman and Computer,
Map Tracers,
Confidential Examiner,
Special Assistant,
Computers,
Confidential Statistician,
Confidential Stenographers.

DEPARTMENT OF RIPARIAN RIGHTS.

The Secretary and Engineer.

DEPARTMENT OF SECRETARY OF STATE

The Assistant Secretary of State.

PASSAIC VALLEY SEWERAGE COMMISSION.

The Secretary,
The Treasurer.

NEW JERSEY HOME FOR DISABLED SOLDIERS.

The Chaplain,
The Surgeon.

NEW JERSEY HOME FOR DISABLED SOLDIERS, SAILORS OR
MARINES AND THEIR WIVES AND WIDOWS.

The Secretary,
The Surgeon,
The Treasurer.

COMMISSION FOR REVISION OF THE PUBLIC STATUTES.

The Secretary.

SUPREME COURT.

The Sergeants-at-Arms,
The Law Reporter.

CLERK OF SUPREME COURT.

The Deputy Clerk.

COUNTY BOARDS OF TAXATION.

The Secretary or Clerk.

BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT FUND.
The Secretary.

BOARD OF TENEMENT-HOUSE SUPERVISION.
The Secretary.

DEPARTMENT OF STATE TREASURER.
The Deputy Treasurer.

STATE WATER-SUPPLY COMMISSION.
The Secretary.

SANATORIUM FOR TUBERCULOUS DISEASES.
The Assistant Chief Physicians,
The Medical Examiner,
The Assistant Medical Examiner,
Secretary and Treasurer.

COMMISSION ON TUBERCULOSIS IN ANIMALS.
The Secretary.



SCHEDULE B.

CLASSIFIED POSITIONS IN THE NON-COMPETITIVE CLASS. (Rule XIV, Clause 1.)

STATE SERVICE.

(Classified October 6, 1908.)

(Amended December 15, 1908, and December 14, 1909.)

AGRICULTURAL EXPERIMENT STATION :

The night watchman; the office boy.

SHORT COURSES IN AGRICULTURE :

The grounds assistant; the herdsman.

STATE AGRICULTURAL COLLEGE (DEPARTMENT OF CLAY WORK- INGS AND CERAMICS) :

Janitors.

STATE HOME FOR BOYS :

The coachman; the laundress; the tailoress; the assistant
tailoress; the matrons; the assistant matron.

BURIAL OF DEAD BODIES THROWN UPON THE SHORES OF THE STATE BY SHIPWRECK :

The custodians.

1ST TROOP CAVALRY, N. G. N. J. :

The groom.

STATE CIVIL SERVICE COMMISSION :

The registrars of labor.

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SCHOOL FOR THE DEAF:

The cooks; the laundresses; the nurse; the waitress; the maids; the cleaners.

STATE BOARD OF EDUCATION:

The appointive member of the Board of Examiners.

STATE VILLAGE FOR EPILEPTICS:

The seamstress; the assistant seamstress; the attendants; the cooks; the housekeepers; the repairman; the laundress; the assistant laundresses; the waitress and chambermaid; the butcher; the upholsterer and repairman; the gardener; the assistant gardener; the driver; the handyman; the dairyman; the foreman; the deliveryman; the civil engineer; the carpenters; the helper to carpenter; the masons; the helpers to masons; the painters; the farmhands; the corn huskers; cleaning closets; the fence builder; the cook and housekeeper; the farmer and dairyman; assistant storekeeper; dentist; telephone operator.

HOME FOR THE CARE AND TRAINING OF FEEBLE-MINDED WOMEN:

The chambermaid and waitress; the head cook; the assistant cook; the night watch and nurse; the hospital day nurse; the epileptic day nurse; the dressmaker and attendant; the mending room and attendant; the assistant farmer; the mattress maker and attendant; the laundresses; the attendant; helper.

FISH AND GAME COMMISSIONERS:

The cook.

STATE BOARD OF FORESTRY:

The wardens; fire watcher.

STATE HOME FOR GIRLS:

The dressmaker; the assistant dressmaker; the farmer; the graders; the coachman; the gardener; the laundresses; the bookkeeper.

NEW JERSEY STATE HOSPITAL AT MORRIS PLAINS:

The assistant bakers; the dressmakers; the ironers; the clothes wringer; the washers; the mangling clothes; the starcher; the assorting of clothes; the charge of working patients' mending room; the woman in mending room; the men in charge of distributing and assorting clothes; the assistant chef; the dish and pan washers; the general kitchen help; blacksmith's helper; the cooks; the assistant cooks; the food man; the carver; the men in charge of vegetable room; the men in charge of dining room; the coachman; the coachman's helper; the dairymen; the assistant butcher; the helpers in sewage disposal plant; the gardener; the men in charge of working patients in garden; the florist's helpers; the man in charge of working patients doing grading, ditching, etc.; the man in charge of working patients on grounds; the man in charge of working patients on railroad; the foreman of railroad tracks; the helper of railroad tracks; the man in charge of working patients handling freight, etc.; the man attending to telephone; the carver; the man in charge of vegetable room; the helper in hennery; the kitchen help; the attendants; the nurses; the barber; the assistant barbers; the waitresses; the chambermaids; the waitresses and chambermaids; the ushers; the helpers in mechanical department; the painter's helper; the carpenter's helper; the mason's helper; the man in charge of milk room; the laundry helpers; the man in charge of steam boilers in annex building; the night watchman; the cable car conductor; the night telephone operator; the farm hands; the dynamo tender; the utility man; the special day patrol; the charge of Nurses' Home; the assistant tailor; the upholstering department; the caring for lamps in painter's department; the gas man; the laundry engineer; the messenger in store-room; the plumber's helper; the assistant to dietitian; the helper on garbage wagon; maid; assistant in machine shop and fireman; helpers in gas house; truckman; janitor; drivers.

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STATE HOSPITAL AT TRENTON, N. J.:

The copyist (\$30); the laundryman, the drivers, the laundry assistant; the hand ironers; the coal passers; the mason's helper; the seamstresses; the attendants; the nurses; the ushers; the upholsterers; the dairymen; the cooks; the domestics; the farmhands; the gardenhands; the coachmen; the night cook; the assistant cook; the assistant baker; butchers; assistant machinist; blacksmith; one stenographer (\$30); the washers; mangel girls; farmhand and milker; musician; night watches; washer's helper; man in charge of bakery rooms; kitchenman; woman in charge of farmhouse bed-rooms; janitresses; the assistant dairyman; the utility men; the plumber's helper; the laboratory assistants; the assistant supervisor; the nurse in charge laboratory technician; attendants and musicians; waiters; man in charge of milk, etc.; waitresses.

FIRST REGIMENT INFANTRY, N. G. N. J.:

The charwoman.

4TH REGIMENT INFANTRY, N. G. N. J.:

The target markers.

CONSTRUCTION OF INLAND WATERWAYS:

The gauge-readers; cooks; helpers.

DEPARTMENT OF LABOR:

STATE NORMAL SCHOOL AT TRENTON:

The watchman; the janitor's help; the office boy; the nurse; the assistant matron; the receiver; the cooks; the assistant cooks; the waiters; the waitresses; the person in charge of pantry; the porters; the chambermaids; the laundry help; the assistant baker; the scrubber; the sweepers.

STATE OYSTER COMMISSION, ATLANTIC COUNTY:

The guards.

STATE OYSTER COMMISSION, DELAWARE BAY:

The steward; the inspector; the captains of guard boat; the watchmen.

STATE OYSTER COMMISSION, DISTRICT OCEAN COUNTY:

The watchmen.

NEW JERSEY STATE PRISON:

The coachman; the teamster; the gardener.

DEPARTMENT OF PUBLIC INSTRUCTION:

The register examiners.

RAILROAD AND CANAL REVALUATION:

The janitor.

DEPARTMENT OF PUBLIC ROADS:

The road supervisors.

MANUAL TRAINING AND INDUSTRIAL SCHOOL FOR COLORED YOUTHS:

The laundresses.

DEPARTMENT OF QUARANTINE:

The deputy health officer.

DEPARTMENT OF QUARTERMASTER-GENERAL:

The man in care of clothes in arsenal.

NEW JERSEY REFORMATORY:

The teamsters; the barn men; the organist.

THE SUMMER SCHOOL:

Assistants.

SANATORIUM FOR TUBERCULOUS DISEASES:

The janitor; the nurses; the assistant nurses; the attendants; the painter; the laundresses; the assistant chefs; the kitchen help; the orderlies; the maids and waitresses; the teamsters; the dishwashers; the storekeepers; the assistant cooks; the drivers; the orderly-attendants.

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NEW JERSEY HOME FOR DISABLED SOLDIERS:

The baker; the nurses; the stableman; the cook.

NEW JERSEY HOME FOR DISABLED SOLDIERS, SAILORS OR MARINES, AND THEIR WIVES AND WIDOWS:

The nurses; the assistant nurses; the cooks; the waiters; the kitchen maids; the hostler; assistants in linen-room; the chambermaids; the elevator conductors; the poultry man; the messenger; the helpers; the gardener; the general workman; laundry help.

STATE WATER SUPPLY COMMISSION:

The gauge station keepers.

SCHEDULE C.

CLASSIFIED POSITIONS IN THE LABOR CLASS.

STATE SERVICE.

(Classified October 6th, 1908.)

(Amended December 15th, 1908, and December 14th, 1909.)

AGRICULTURAL EXPERIMENT STATION :

The laborers.

SHORT COURSES IN AGRICULTURE :

The laborer on farm.

STATE HOME FOR BOYS :

The laborer; the farm hand.

HOME FOR THE CARE AND TRAINING OF FEEBLE-MINDED WOMEN :

The laborers.

STATE GEOLOGICAL SURVEY :

The janitor (\$10 per month).

STATE HOME FOR GIRLS :

The laborers and teamsters.

NEW JERSEY STATE HOSPITAL AT MORRIS PLAINS :

The men in care of cows; the stableman; the farm laborers;
the laborers; the man in charge of pigs: grading.

FOURTH REGIMENT INFANTRY, N. G. N. J. :

The charwoman.

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MANUAL TRAINING AND INDUSTRIAL SCHOOL FOR COLORED
YOUTHS:

The farm hand.

MONTCLAIR STATE NORMAL SCHOOL:

The laborers.

DEPARTMENT OF QUARTERMASTER-GENERAL:

The laborers; the teamsters.

NEW JERSEY HOME FOR DISABLED SOLDIERS:

The teamster; the charwoman.

STATE HOUSE COMMISSION:

The laborers.

GENERAL REGULATIONS.

REGULATION 1—THE PRESIDENT.

The President, subject to the direction of the Commission, shall have such general authority and responsibility in the administration of the law, rules and regulations, as shall not be inconsistent with the powers reserved to the Commission or vested in some other officer.

REGULATION 2—THE CHIEF EXAMINER AND SECRETARY.

The Chief Examiner, subject to the direction of the Commission, shall have charge of all matters pertaining to examinations, and in connection therewith he shall:

- (1) Prepare blank forms for application for examination.
- (2) Receive applications for competitive examination and determine all questions relating to eligibility of candidates.
- (3) Advertise and issue authority to hold all examinations, and supervise the preparation of questions and other preliminary arrangements for such examinations, and, so far as practicable, attend them.
- (4) Grant authority to candidates to enter examinations.
- (5) Prepare, after consultation with appointing officers concerned, schemes of examination, including age limits and other preliminary requirements for candidates.
- (6) Assign and direct the work of examiners and take care to secure accuracy, uniformity and justice in their proceedings, and such proceedings and all papers pertaining thereto shall at all times be open to him. Whenever the qualifications for a position are of professional, scientific, technical or expert character, the Chief Examiner may obtain such advice and assistance from competent and trustworthy sources as may be expedient and available. In case a vacancy occurs in any position of examiner

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during a recess of the Commission, the Chief Examiner may, when necessary, select a person to fill such vacancy temporarily, pending a permanent selection by the Commission.

7. Notify candidates of the results of their examinations and report the names of successful competitors to the Secretary for enrollment upon the proper register of eligibles.

8. He shall take care that the rules and regulations regarding examinations are complied with, and bring any case of their infraction to the attention of the Commission. He shall also from time to time inspect the proceedings and papers connected with the examinations for the service of cities, and make investigations into complaints regarding such examinations, and make report of such inspections and investigations to the Commission.

9. He shall perform such other appropriate duties as may be specified in these regulations or assigned to him by the Commission.

The Secretary shall, subject to the direction of the Commission:

(1) Keep the minutes of the proceedings of the Commission and have charge of the books, records, papers, official seal and other property in its office.

(2) Prepare from the reports of the Chief Examiner, and keep in proper order eligible lists of candidates who successfully pass competitive examinations.

(3) Make certification to appointing officers, upon their requisition, of those eligible to appointment or employment.

(4) Keep the official roster and have charge of the certifications of pay-rolls and estimates for payment of compensation.

(5) Have charge of the accounts of the salaries and expenses of the Commission and its subordinates, conduct its correspondence and perform such other appropriate duties as it may assign him.

REGULATION 3—ORDER OF BUSINESS.

The order of business at regular meetings of the Commission shall be as follows:

- I. Calling to Order.
- II. Reading and Approval of Minutes.
- III. Reports of Standing Committees.
- IV. Reports of Special Committees.
- V. Report of Secretary.
- VI. Report of Examiner.
- VII. Unfinished Business.
- VIII. Miscellaneous New Business.
- IX. Appointments of Special Committees.
- X. Approval of Requisitions and Bills.

REGULATION 4—INTERPRETATION OF TERMS.

For purposes of classification the term "head of a department" shall be interpreted as meaning an official who exercises initiative or original, independent and exclusive executive authority over a distinct, separate and independent branch of the general government of the State or municipality, subject only to constitutional or statutory prescription and to the general direction of the general government of the State or municipality; or who, under his commission, warrant or certificate of appointment, is invested with independent, initiative and administrative powers as to the general direction of the affairs pertaining to his office.

(Adopted January 19th, 1909.)



The Civil Service Law.

An Act regulating the employment, tenure and discharge of certain officers and employes of this State, and of the various counties and municipalities thereof, and providing for a civil service commission, and defining its powers and duties.

WHEREAS, it was the opinion of the Conference Committee appointed by the two houses of the Legislature to consider the so-called Civil Service bill that a Civil Service Commission should be non-partisan; now, therefore:

Preamble.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*:

1. After the expiration of six months from the time of the approval of this act appointments to and promotions in the civil service of this State, and after the expiration of forty-five days from the time of its adoption by any municipality of this State as hereinafter provided, appointments to and promotions in the civil service of such municipality, shall be made only according to merit and fitness, to be ascertained, as far as practicable, by examinations, which as far as practicable shall be competitive; and after the expiration of said six months, or forty-five days, as the case may be, no person shall be appointed, transferred, reinstated, promoted, reduced or dismissed as an officer, clerk, employe or laborer in the civil service under the government of this State, or such municipality thereof as shall adopt the provisions of this act as hereinafter provided, in any manner or by any means other than those prescribed in this act.

When effective in State and municipalities.

Appointed for merit and fitness.

All appointments, transfers, etc., subject to act.

2. All officers, clerks and employes now in the employ of the State or any municipality adopting this act, coming within the competitive or non-competitive class of the civil service, shall continue to hold their offices or employments, and shall not be removed therefrom ex-

Continuance of present officers and employes.

cept in accordance with the provisions of section twenty-four hereof, it being the intention hereby to include any and all such officers, clerks, employes and laborers within the classified service of the State or municipality, as the case may be, and to be subject in all respects to the provisions of this act.

Civil service
commissioners
appointed by
governor.

3. The Governor shall, by and with the advice and consent of the Senate, appoint four persons to be civil service commissioners under this act, all of whom must be residents of the State of New Jersey, and at the time of such appointment shall designate one of said commissioners to hold office for the term of one year, one for the term of two years, one for the term of three years and one for the term of four years, beginning from the date of the approval of this act; and thereafter at the expiration of such period of one year the Governor of this State shall, by and with the advice and consent of the Senate, appoint one person as the successor of the commissioner whose term shall have expired, to serve for a term of four years, and until his successor shall have been appointed and qualified. No commissioner shall hold any other office of profit under the government of this State or of the United States. Three members of said commission shall constitute a quorum for the transaction of business. Any vacancy in such commission shall be filled by appointment by the Governor for the remainder of the term, subject to confirmation by the Senate, but any appointment shall be in force until acted upon by the Senate.

Terms.

Quorum.

Vacancies.

Governor
may remove
commissioner
for cause.

4. The Governor may remove any Commissioner for inefficiency, neglect of duty or misconduct in office, having first given to such Commissioner a copy of the charges against him and an opportunity of being publicly heard in person or by counsel, upon not less than ten days' notice in writing, and a statement of the findings of the Governor and the reasons for his action shall be filed by the Governor with the Secretary of State.

Salaries and
expenses.

5. Each commissioner shall receive a salary of two thousand dollars per annum, payable monthly, out of the treasury of this State, on the warrant of the Comptroller. The person selected under the provisions of this act to act as president of said commission shall receive an additional salary of five hundred dollars per annum. In addition each commissioner shall be entitled

to be paid out of the treasury of this State, on the warrant of the Comptroller, such sums as shall be incurred for necessary traveling and other expenses; but no money shall be paid out of the treasury for any such purpose except on bills presented to the Treasurer, duly verified by the oath of the person presenting the claim.

6. The commission created by this act shall select from among its members a president, and appoint a chief examiner and a secretary, who must be residents of the State of New Jersey. This commission shall not, however, expend for salaries and expenses in any one year a greater sum than twenty-five thousand dollars, nor any sum in excess of the amount appropriated by the Legislature in the annual appropriations act.

7. The secretary shall receive a salary of two thousand dollars a year and the chief examiner a salary of three thousand dollars a year, to be paid in equal monthly payments out of the treasury of the State on the warrant of the Comptroller. The commission may also appoint such other clerical and necessary assistants as may be necessary to carry out the provisions of this act, and fix their compensation, which shall be paid out of the treasury of the State on the warrant of the Comptroller. The secretary, chief examiner, clerks and assistants shall, in addition to their salaries, receive such necessary traveling and other expenses incurred under the provisions of this act as shall be approved by the commission, which shall be paid out of the treasury of the State on the warrant of the Comptroller; but no money shall be paid out by the treasury for any purpose except on bills presented to the Treasurer duly verified by the oath of the person presenting the claim. Should any commissioner be removed from office, or any employe of said commission be discharged, such commissioner or employe shall only be entitled to receive his compensation up to the date of such removal or discharge.

8. The commission shall also have the power :

First. To prescribe, amend and enforce rules and regulations for carrying into effect the provisions of this act.

Second. To keep minutes of its own proceedings and records of its examinations and other official actions. All recommendations of applicants for office

Organisation.

Limit expenditures.

Salary of secretary and examiner.

Assistants.

Expenses of.

Powers of commission.
To make rules.

To keep records and applications.

and causes of removal received by the commission shall be filed, and all such records (except recommendations of former employers), shall be open to public inspection under reasonable regulations.

To investigate
matters per-
taining to act.

Third. To make investigations, either sitting as a body or through a single commissioner, concerning all matters touching the enforcement and effect of this act, and the rules and regulations prescribed thereunder, and concerning the action of any examiner or subordinate of the commission and any person in the paid employ of this State or any municipality that may hereafter adopt the provisions of this act, in respect to the execution of this act. and in the course of such investigations each commissioner and the chief examiner shall have power to administer oaths and affirmations and to take testimony.

To summon
persons and
papers.

Fourth. To subpoena and require the attendance in this State of witnesses, and the production thereby of books and papers pertinent to the investigations and inquiries hereby authorized, and to examine them and such public records as it shall require in relation to any matter which it has the authority to investigate. The fees for such witnesses for attendance and travel shall be the same as for witnesses before the Courts of Common Pleas, and shall be paid from the appropriations made to the commission. All officers and employes in the paid service of this State, and of any municipality that may hereafter adopt the provisions of this act, and their deputies, clerks, subordinates and employes, shall attend and testify when required to do so by said commission. Any disobedience to or neglect of any subpoena issued by the said commissioners or any refusal to testify shall be certified in writing by the president of said commission to the judge of the Court of Common Pleas of the county in which such disobedience occurred, who shall thereupon, by a warrant issued to the sheriff of the county, direct the production of the body of the person so disobeying, and upon the production of the body of such person, shall, in a summary way, inquire into the cause of such disobedience, and if no sufficient cause be shown therefor shall by a commitment issued under his hand, directed to the keeper of the common jail of said county, order the detention in such common jail of such person for such period of time, not exceeding ninety

Witness fees.

Action in case
subpoena
disobeyed.

days, as said judge in said commitment shall designate, or until such person shall purge himself of such disobedience. Any person who shall knowingly give false testimony before said commission shall be guilty of a misdemeanor. No person shall be excused from testifying, or from producing any books or papers, before said commission upon the ground that the testimony or evidence, books or documents, required of him may tend to incriminate him, or subject him to a penalty or forfeiture; but no person shall be prosecuted, punished or subjected to any penalty or forfeiture for or on account of any act, transaction, matter or thing concerning which he shall, under oath, have testified or produced documentary evidence.

Must testify.

Fifth. To make an annual report to the Governor, showing its own actions, its rules and regulations, and all the exceptions thereto in force, and the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act.

Annual report.

9. The commission shall be provided, as soon as may be convenient, with suitable office accommodations in the capitol building at Trenton, and it shall be the duty of the officials having control of municipal buildings throughout the State to furnish convenient offices and rooms for examination purposes, with the necessary light, heat and furniture for the accommodation of local examiners and registrars, upon requisition by the commission, when the same shall have been rendered necessary by the adoption by any such municipality of the provisions of this act. The office of said commission in the capitol building shall be open for business between nine o'clock in the forenoon and five o'clock in the afternoon of each business day.

Office and accommodations.

Office hours.

10. It shall be the duty of all of the officers of this State, or of any municipality thereof that may adopt the provisions of this act, to conform to, comply with, and to aid in all proper ways in carrying into effect the provisions of this act, and the rules and regulations prescribed thereunder and any modification thereof. No officer or officers having the power of appointment or employment to the civil service of this State, or to that of any municipality thereof that may hereafter adopt the provisions of this act, shall, after this act shall become effective in connection with the civil service of the State or municipality, as the case may be, as prescribed

State and municipal officers to aid in enforcement.

All appointments made in accordance with provisions of act

Persons appointed contrary to act not paid by authorities but by employer.

in section one hereof, select or appoint any person for appointment, employment, promotion or reinstatement, except in accordance with the provisions of this act and the rules and regulations prescribed thereunder. Any person employed or appointed contrary to the provisions of this act, or of the rules and regulations established thereunder, shall be paid by the officer or officers so employing or appointing, or attempting to employ or appoint, the compensation agreed upon for any services performed under such appointment or employment, or attempted appointment or employment, or in case no compensation is agreed upon, the actual value of such services and any expenses incurred in connection therewith, and shall have an action of debt against such officer or officers, or any of them, for such sum or sums and for the costs of the action. No public office shall be reimbursed by the State, or by any municipality thereof, for any sums so paid or recovered in any such action.

Classes of civil service.

Unclassified service.

II. The civil service of the State of New Jersey, and of the municipalities thereof when and as they may adopt the provisions of this act, in the manner herein-after provided, shall be divided into the unclassified service and the classified service. The unclassified service shall not be subject to any of the provisions of this act, and shall include the following classes:

All officers elected by popular vote;

All officers appointed by the Governor, with or without the advice and consent of either or both branches of the Legislature;

All officers and employes appointed by either or both branches of the Legislature;

All election officers. (Amended, Ch. 195, P. L. 1910, to)

All officers, non-commissioned officers, enlisted men and other persons employed in the military or naval service of the State;

All heads of departments of the State government, and members of commissions and boards thereof, and all appointments of the mayor; and also all heads of departments the members of commissions and boards elected by the board of aldermen, common council, or other governing body of the municipalities that may adopt the provisions of this act;

All law officers of any municipality that may adopt the provisions of this act;

All officers and persons in the militia;

All superintendents of, teachers and instructors in the public schools and State institutions, county superintendent and members of all boards of education, all police magistrates appointed by the mayor or other head officer of any municipality that may adopt the provisions of this act.

The classified service shall include all persons in the paid service of the State or the municipalities thereof that may adopt the provisions of this act, not included in the unclassified service.

Classified service.

12. The officers, positions and employments in the classified service of the State, and of the municipalities thereof that may adopt the provisions of this act, shall be arranged by the civil service commission in four classes, to be designated as the exempt class, the competitive class, the non-competitive class and the labor class, which classification may be changed from time to time as the commission shall deem proper.

Classes of classified service.

13. The following positions shall be included in the exempt class:

Exempt class; appointments to, made without examination.

(1) The deputy or first assistant of principal executive officers authorized by law to act generally for and in the place of his principal;

(2) The legal assistants of the law department of the State, and of the municipalities adopting the provisions of this act, and in the offices of prosecuting attorneys to the number actually engaged in trial or appeal work and appearing in the courts;

(3) One secretary or clerk of each department, board and commission authorized by law to appoint a secretary or clerk;

(4) One private secretary or clerk, or stenographer, of each judge or each principal executive officer;

(5) All officials of State and county institutions who must of necessity be physicians;

(6) In addition to the above there may be included in the exempt class all other offices or positions, except laborers, for the filling of which competitive or non-competitive examinations shall be found by the civil service commissions to be impracticable. But no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the said commission. Not more than one appointment shall be made to or

Positions in, to be named.

As to additional positions in exempt class; hearings.

under the title of any such office or position unless a different number is specifically mentioned in the rules. After six months from the date of the approval of this act, or forty-five days after the date of its adoption by any municipality of this State, no office or position shall be classified by the commission in the exempt class except after public hearing by the commission or any member thereof. Suitable public notice of such hearings shall be given by the said commission. At any such hearing any citizen of this State shall have the right to be heard, either in person or by counsel, either in opposition to or in favor of the proposed exemption. Appointments in the exempt class may be made without examination.

Competitive class.

14. The competitive class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examinations, and shall include all positions and employments now existing or hereafter created, of whatever functions, designations or compensations, in each and every branch of the classified service, except such positions as are in the exempt class, the non-competitive class or the labor class. Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction under the provisions of this act and the rules made in pursuance thereof, by appointment from among those certified to the appointing officer in accordance with the provisions of section twenty-one of this act. The term of eligibility of an applicant shall be fixed for each list by the civil service commission at not less than one nor more than three years. Appointments shall be made from the eligible list most nearly appropriate, and a new and separate list shall be created for a stated position only when there is no appropriate list existing from which appointment may be made. No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be assigned to perform the duties other than those properly pertaining to the position which he legally holds.

Appointments from eligible list.

Non-competitive class.

15. The non-competitive class shall include such positions as are not in the exempt class or the labor class and which it is impracticable to include in the competitive class. Appointments for positions in the

non-competitive class shall be made after such non-competitive examination as shall be prescribed by the rules of the civil service commission. And from among those eligible, preference in appointment shall be given to soldiers, sailors or marines who have served in any war of the United States and have been honorably discharged from the United States services. The said commission shall state in its annual report the number of persons who come within this class, and the character of their services.

Preference to
veterans.

16. The labor class shall include ordinary unskilled laborers. Vacancies in the labor class shall be filled by appointment from lists of applicants registered in their respective localities by the civil service commission. Preference in employment from such lists shall be given according to the date of application. There shall be separate lists of applicants for different kinds of labor or employments, and the said commission may establish separate labor lists for various localities, institutions and departments. The said commission shall require an applicant for registration for the labor service before he can be registered to furnish evidence or to pass such examinations as they may deem proper with respect to his age, residence, physical condition, ability to labor, sobriety, industry, capacity and experience in the trade or employment for which he applies.

Labor class.

17. Within six months after the passage of this act and of the appointment of the civil service commissioners as therein provided, the civil service commission shall put into effect rules for the classification of the offices, places and employments in the classified service of this State and within forty-five days after the adoption hereof shall prepare and put into effect rules for the classification of the offices, places and employments in the classified service of any municipality of this State that may adopt the provisions of this act, which rules shall provide for examinations for positions in the classified service of the State, and of such municipalities thereof as may adopt the provisions of this act, and for appointments to and promotions therein, and for such other matters as are necessary to carry out the purposes of this act. Notice of the contents of such rules and regulations and of any modifications thereof shall be given by mail in due season to appointing officers and heads of depart-

Rules for
classification.

Examinations.

Notice of
rules, etc.,
given.

Probationary
period.

ments affected thereby, and said rules and regulations and modifications thereof shall also be printed for public distribution. All appointments and promotions to positions in the competitive, non-competitive and labor classes of the classified service shall be for a probationary period of three months. If, at the close of this probationary term, the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified in writing that he will not receive absolute appointment; otherwise his retention in the service shall be equivalent to his final and absolute appointment.

Character of
examinations.

18. All examinations required to be held by the provisions of this act both for positions in the competitive class and the non-competitive class, or any other class where examinations are required to be held, shall be free to all citizens of the State of New Jersey with the limitations specified in the rules of the commission as to residence, age, sex, health, habits and moral character. Such examinations shall be practical in their character and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the position to which they seek to be appointed, and may include tests of physical qualifications and health, and when appropriate, of manual skill. No question in any examination shall relate to

Examiners.

political or religious opinions or affiliations. The commission shall control all examinations, and may, whenever an examination is to take place, designate a suitable person or persons either in or not in the official service of the State, to be examiners, and it shall be the duty of such examiners, and if in the official service it shall be part of their official duty, without extra compensation, to conduct such examinations as the commission may direct, and to make return or report thereof to said commission; and the said commission may at any time substitute any other person, whether or not in such service, in the place of anyone so selected; and the commission may themselves at any time act as such examiners and without appointing examiners. Such

Where held.

examinations shall be held in such locality or localities as will most readily provide equal opportunity for all citizens of the said State with reference to positions in the service of the State, or to all citizens of any municipality that may hereafter adopt the provisions of

this act with reference to positions in the service of the said municipality. Due and sufficient notice thereof being given in such manner that all persons interested in the said examinations may have an opportunity of learning of the time, place and conditions of the said examinations. Such notice of the time and place and general scope of every examination shall be given by the commission, by publication, for two weeks preceding such examination, in such newspapers of general circulation throughout the State as the commission shall prescribe, and such notice in printed form shall also be sent by the commissioners to the county clerks of each county, and by them promptly posted in a conspicuous place in the clerk's office of the said county.

Notice of examinations.

19. The commission shall require persons applying for admission to any examination provided for under this act or under the rules and regulations of the said commission, to file in its office within a reasonable time prior to the proposed examination a formal application, in which the applicant shall state under oath or affirmation:

Formal application.

- (1) Full name, residence and post-office address;
- (2) Nationality, age and the place and date of birth;
- (3) Health and physical capacity for public service;
- (4) Business and employments and residences for the five previous years;

Statement

(5) Such other information as may reasonably be required touching the applicant's merit and fitness for the public service; but no inquiry shall be made as to any religious opinions and political affiliations of the applicant.

Blank forms for such applications shall be furnished by the said commission without charge to all persons requesting the same. The said commission may require in connection with such application such certificates of citizens, physicians or others having knowledge of the applicant as the good of the service may require. The said commission may refuse to examine an applicant or after examination to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position or employment for which he applies, or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks employment, or who is addicted to the habitual use of intoxicating liquors to

Blank forms.

Refusal to examine or certify as eligible causes.

Hearing after
refusal to
examine.

excess, or who has been guilty of any crime or of infamous or notoriously disgraceful conduct, or who has been dismissed from the public service for delinquency or misconduct, or who has made false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment. Whenever the said commission refuses to examine an applicant or after an examination to certify an eligible, as provided in this section; then the said commission upon the request of such person shall grant to him a hearing upon the cause of such refusal. When any position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond, or other security, in lieu thereof, and shall notify the commission of the amount of said bond required; *provided, however*, that any surety company of this State, or any surety company of any other State of the United States authorized to transact business in this State, shall be a sufficient surety on any such bond.

Proviso.

Class register
of eligibles.

20. From the returns or reports of examiners, or from the examinations made by the commission, the commissioners shall prepare a register for each grade or class of positions in the classified service of the State, or of any municipality that may hereafter adopt the provisions of this act, of the persons who shall attain such minimum mark as may be fixed by the commission for any part of such examination and whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of said commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination; *provided, however*, that if any honorably discharged soldier, sailor or marine having served in the War of the Rebellion, shall be among those whose names are placed on such register, such soldier, sailor or marine shall be considered as standing highest in rank thereon, and if two or more names of such soldiers, sailors or marines shall be found on said register, they shall rank as to each other according to their relative excellence as determined by said examination.

Proviso,
pertaining to
civil war
veterans.

Selection
from eligible
list by certi-
fication of
three candi-
dates.

21. The head of a department, office or institution in which a position classified under this act is to be filled

shall notify said commission of that fact, stating the title or name of the position to be filled, the duties to be performed and compensation to be paid, and said commission shall certify to the appointing officer the names and addresses of three candidates standing highest upon the register for the class or grade in which the said position belongs, and the head of such department, office or institution shall select one of the three so certified, and after a candidate has been certified three times by the commission, and shall not be accepted by a head of department, office or institution, his name shall not again be certified to the same head of department, office or institution except at the request of such head of department, office or institution. In making such certification sex shall be disregarded, except when some statute, the rules of the said commission or the appointing power shall specify sex.

Sex disregarded.

22. Vacancies in positions in the competitive class shall be filled, so far as practicable, by promotions from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotions shall be based upon merit, to be ascertained by examinations to be provided by the commission, and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority and experience. For the purposes of this section an increase in the salary, or other compensation of any person holding an office or position within the scope of the rules prescribed by the commission, beyond the limit fixed for the grade in which such office or position is classified shall be deemed a promotion. No person shall be promoted to a position for original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person except as provided above.

Vacancies filled by promotion for merit.

Increase of salary deemed promotion.

23. With the consent of the commission, a person holding an office or position in the classified service may on his own request be transferred to a similar office or position in another office, department or institution, but no transfer shall be made from an office or position in one class to an office or position in another class, nor shall a person be transferred to an office or position for

Terms pertaining to transfers.

If position
separated
from service
occupant
placed on
special list.

original entrance to which there is required by this act, or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to an office or position held by such person. Any person holding an office or position under the classified service who has been separated from the service without any delinquency or misconduct on his part, but owing to reasons of economy or otherwise, may be reinstated within two years from the date of such separation to the same or similar office or position in the same department; and whenever any permanent office or position in the classified service is abolished or made unnecessary, the person or persons legally holding such office or position shall be deemed to be suspended without pay, and the names of such persons shall, on due notification from the appointing officer, be placed by the commission on a special list, and for a period of two years from the date of the abolishment of such office or position the person who held the same shall be entitled to reinstatement in any office or position of the same or similar kind as that previously abolished, and the names of all such persons, when an office or position is to be filled of a character the same or similar to that previously held by them, shall be certified by the commission to any appointing officer when such appointing officer shall make known to such commission, in the manner designated in this act, the office or position to be filled.

Removals,
reductions,
etc.

24. No officer, clerk or employe in the classified civil service shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of his religious or political opinions or affiliations. Further, no officer, clerk or employe holding a position in the competitive or non-competitive class of the classified civil service shall be removed, discharged or reduced, except as provided in section seventeen of this act as to probationers, until he shall have been furnished with a written statement of the reasons for such action and been allowed a reasonable time in which to make written answer thereto. In every case of such removal, discharge or reduction a copy of the statement or reasons therefor and of the answer thereto shall be furnished to the civil service commission, and entered upon the records of said commission and upon the rec-

Furnished
with written
statement
of charges.

ords of the department or office in which the discharged, removed or reduced person was or is employed. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days; *provided however*, that successive suspensions are not to be allowed.

Suspensions.

Proviso.

25. It shall be the duty of each appointing officer to report to the civil service commission forthwith upon the appointment or employment the name of such appointee or employe, the title and character of his office or employment, the date of commencement of service by virtue thereof, and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowledge of each case, any separation of a person from the service, or other change therein, and such other information as the civil service commission may require, in order to keep the roster hereinafter mentioned. The commission shall keep in its office an official roster of the classified civil service of this State, and of such municipalities thereof as may adopt the provision of this act, and shall enter thereon the name of every person who has been appointed to, employed, promoted, reduced or reinstated in any position in such service. This roster shall be open to public inspection at all reasonable hours. The roster shall show, in connection with each name, the date of appointment, employment, promotion, reduction or reinstatement, and the compensation of the position, the title of the position, and the nature of the duties thereof, and the date and cause of any termination of such office or employment.

List of employes furnished commission.

Roster of classified service.

What to contain.

26. It shall be unlawful for the Comptroller or other fiscal officer of the State, or of any municipality thereof that may adopt the provisions of this act, to draw, sign or issue any warrant on the Treasurer or other disbursing officer of the State, or of any municipality thereof that may have adopted the provisions of this act, for the payment of any salary or compensation to any officer, clerk, employe, or other person in the classified service, unless an estimate, payroll or account for such salary or compensation, containing the names of every person to be paid, shall bear the certificate of the civil service commission that the persons named in such estimate, payroll or account have been appointed, employed, reinstated or promoted in pursuance of law and of the

Commission to certify to disbursing officers as to appointment, etc.

Employee entitled to mandamus to secure certificate.

Disbursing officers liable for illegal payments.

Reco ered money turned into treasury.

As to recommendations

rules made in accordance with this act. Any officer, clerk, employe or person entitled to be certified by the said commission to the Comptroller, or other fiscal officer or disbursing officers, as having been appointed or employed in pursuance of law and of the rules made in accordance with this act, who shall be refused such certificate, may maintain a proceeding by mandamus to compel such commission to issue such certificate. Any sums paid contrary to the provisions of this section may be recovered from any officer or officers making such appointment in contravention of the provisions of law, or of the rules made in pursuance of law, or from any officer signing or countersigning, or authorizing the signing or countersigning of any warrant for the payment of the same, or from the sureties on the official bond of any of the said officers, in an action of debt in the Court of Common Pleas of any county within the State by a citizen resident therein who is assessed for and liable to pay, or within one year before the commencement of the action has paid, a State, city or county tax within the State. All moneys recovered in any action brought under this section shall, when collected, be paid into the treasury of the State, or of the proper municipality thereof, as the case may be, except that the plaintiff in any such action shall be entitled to receive, for his own use, the taxable costs of such action and five per centum of the amount recovered as attorney's fees.

27. No recommendation of any persons who shall apply for office or place, or for examination or registration under the provisions of this act or of rules established pursuant thereto, except as to character, and in the case of former employers as to ability, shall be given to or considered by any person concerned in making any examination, registration, appointment, promotion or reinstatement under this act and rules made pursuant thereto. No recommendation whatsoever shall relate to the political or religious opinions of any applicant. No recommendation for the promotion of any person in the classified service shall be considered by any officer concerned in making promotions except it be made by the officer or officers under whose supervision or control such employe is serving. Any recommendations made contrary to the provisions of this section with the knowledge and consent of the applicant or employe, shall be sufficient cause for refusing his

application or appointment, or for disbarring him from the promotion proposed.

28. Any commissioner, or examiner, or any person who shall wilfully, by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect of his or her right of examination, or registration, according to this act or to any rules or regulations prescribed pursuant thereto, or who shall wilfully or corruptly, falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified, pursuant to the provisions of this act, or aid in so doing, or who shall wilfully or corruptly make any false representations concerning the same, or concerning the person examined, or who shall wilfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or who shall personate any other person, or permit or aid in any manner any other person to personate him, in connection with any examination or registration, or application or request to be examined or registered, shall for each offense be deemed guilty of a misdemeanor. Misdemeanors under the provisions of this act shall be punishable by a fine of not less than ten dollars nor more than five hundred dollars, or by imprisonment for a term not exceeding six months, or both, in the discretion of the court.

As to con-
duction of
examinations.

False repre-
sentations.

False per-
sonation.

Penalty.

29. Nothing contained in this act shall be construed to prohibit the head of any department, office or institution of this State or of any municipality thereof adopting the provisions of this act employing temporarily, subject to the subsequent approval of the commission, in cases of emergency, a person or persons to carry out the work of such department, office or institution, but the head of such department, office or institution upon employing any such person or persons shall immediately give notice thereof to the commission created by this act, and as soon thereafter as practicable a person shall be selected in accordance with the other provisions of this act, whereupon the services of the person or persons so temporarily employed shall cease. In no case shall such employment continue for a longer period than two months, nor shall successive temporary ap-

Temporary
appointments
in emergencies.

Not to exceed
two months.

pointments be made to the same position under this provision.

Adoption of
act by munic-
ipalities by
ordinance
or vote.

30. Any municipality of this State may adopt the provisions of this act by an ordinance duly adopted by the governing body of such municipality, or by the petition and vote of the qualified voters of such municipality as hereinafter provided.

Method of
adoption in
cities and
counties.

31. Whenever there shall be presented to the governing body of any municipality of this State a petition signed, in counties and cities of the first and second class, by at least 500 legal voters in said counties or cities respectively, and in counties and cities of the third class by at least 250 legal voters of said counties or cities respectively, and in all other municipalities by at least 5 per cent. of the legal voters therein, requesting that the question of the adoption of the provisions of this Act be submitted to the legal voters of said municipality, it shall be the duty of said governing body to submit such question to the legal voters of said municipality at the next regular election. Public notice thereof shall be given by said governing body by publication in one or more newspapers published and circulated in the said municipality. Or if there be no newspapers published in the said municipality, then in one or more newspapers published in the county in which such municipality is located, to be designated by said governing body, once a week for at least four weeks, and by posting such notice in five of the most public places in said municipality for at least four weeks before said election.

Referendum.

Notice.

Ballots.

At any election at which the question of the adoption of the provisions of this act shall be submitted to the voters of any municipality, there shall be printed upon the official ballot for such municipality, the word "for" and the word "against" above and immediately preceding the words "An act regulating the employment, tenure and discharge of certain officers and employes of this State, and of the various counties and municipalities thereof, and providing for a civil service commission and defining its powers and duties."

Cynass:
returns.

If the word "for" be marked off or defaced upon the ballot it shall be counted as a vote against the acceptance of this act; if the word "against" be marked off or defaced upon the ballot, it shall be counted as a vote in favor of the acceptance of this act; and in case neither the word "for" nor the word "against" be marked off or

defaced upon the ballot, it shall not be counted as a vote either for or against such acceptance. A canvass and return of the votes upon the question of the acceptance of this act shall be made by the election officers in the same way and manner as for officers voted at such election and if a majority of the votes cast for and against the acceptance of this act shall be found to be in favor of its acceptance it shall then, but not otherwise, become operative in such municipality. The adoption of the ordinance provided for in section thirty-one of this act, or the result of said election, if favorable to the adoption of this act, as the case may be, shall be certified by the governing body or the municipality to the commission created by this act. The question of the adoption of this act shall not be submitted to the voters of any municipality oftener than once in two years.

Adoption
certified to
commission.

32. The words and terms used in the title and body of this act shall have the following meaning:

Definitions.

"Appointing officer" signifies the officer, commission, board or body having the power of appointment or election to, or removal from, subordinate positions in any office, department, commission, board or institution;

"Civil service" includes all offices and positions of trust or employment in the service of the State or any civil division thereof, except offices and positions in the military or naval departments;

"Commission" signifies the Civil Service Commission of New Jersey;

"Municipality" signifies village, town, township, borough, city or county or other such local civil government as is distinguished from the State government;

"He," "him," or "his" may be used interchangeably with "she" or "her."

"Ordinance" shall be construed to include resolution where the governing body usually proceeds by resolution.

33. In case, for any reason, any section or any provision of this act shall be questioned in any court and shall be held to be unconstitutional or invalid, the same shall not be held to affect any other section or provision of this act.

Invalidity of
a section not
to affect
others.

34. All acts or parts of acts inconsistent with the provisions of this act be and the same are hereby repealed.

Repealer.

35. This act shall take effect immediately.

Approved April 10, 1908.

CHAPTER 109, P. L., 1910.

A Supplement to an act entitled "An act regulating the employment, tenure and discharge of certain officers and employes of this State and of the various counties and municipalities thereof, and providing for a Civil Service Commission and defining its powers and duties," approved April tenth, one thousand nine hundred and eight.

Be it enacted by the Senate and General Assembly of the State of New Jersey:

Civil service
offices consoli-
dated.

1. The commission created by this act may consolidate the office of chief examiner and the office of secretary, and appoint a person, who must be a resident of New Jersey, to fill the office of chief examiner and secretary, who shall receive an annual salary of three thousand five hundred dollars, to be paid in equal monthly payments out of the treasury of the State on the warrant of the Comptroller.

Salary.

Duties.

2. The person holding the office of chief examiner and secretary shall perform all the duties assigned either to the secretary or to the chief examiner in the act to which this act is a supplement.

3. This act shall take effect immediately.

Approved April 7, 1910.

**Syllabus of the Court of Errors and Appeals in the case of
Booth vs. McGuinness.**

**I. MUNICIPAL CORPORATIONS (§ 67*)—CIVIL SERVICE LAW
—GOVERNMENT BY COMMISSION.**

The so-called "civil service law" (P. L. 1908, p. 235) is not vitiated by the fact that, with respect to those municipalities which properly adopt its provisions, the act confers a participation in the local government upon a commission not chosen by the several municipalities affected nor from among their citizens or inhabitants.

[*Ed. Note.*—For other cases, see Municipal Corporations, Cent. Dig., § 162; Dec. Dig., § 67.*]

2. CONSTITUTIONAL LAW (§ 67*)—LOCAL SELF-GOVERNMENT—GOVERNMENT BY COMMISSION.

The Constitution of this State does not guarantee to the people of the several political divisions of the State the right of local self-government, so as to disable the Legislature from providing for the government of those divisions by commission chosen otherwise than by the people themselves.

[*Ed. Note.*—For other cases, see Constitutional Law, Cent. Dig., § 162; Dec. Dig., § 67.*]

3. STATUTES (§ 101*)—LOCAL AND SPECIAL ACTS—CONSTITUTIONAL LAW.

The Constitution of this State, as amended, prohibits the passage of local or special laws, but not of general laws, "appointing local offices (sic) or commissions to regulate municipal affairs."

[*Ed. Note.*—For other cases, see Statutes, Cent. Dig., § 113; Dec. Dig., § 101.*]

4. CONSTITUTIONAL LAW (§ 45*)—CONSTITUTIONALITY OF STATUTES—POWERS OF CONGRESS.

In the exercise of the judicial function of declaring an act of the Legislature unconstitutional, the ultimate question is, not

whether the court regards the Constitution as permitting the act, but whether the Constitution permits the court to disregard the act; the test being, not the court's judgment as to the constitutionality of the act, but its conclusion as to what judgment was permissible to the legislative branch of the government in which the Constitution has reposed the duty of making such judgment as an incident of the lawmaking power. Hence, if there be a permissible doubt as to the existence of the constitutional limitation invoked against the validity of an act, the courts will not declare the act to be contrary to the Constitution.

[*Ed. Note.*—For other cases, see Constitutional Law, Cent. Dig., § 42; Dec. Dig., § 45.*]

5. MUNICIPAL CORPORATIONS (§ 64.*)—LEGISLATIVE POWERS—CONTROL OF MUNICIPALITIES.

The Legislature may impose its will as law upon Municipalities; but, if some other will is to intervene, it must be that of the people who are to be governed by such municipal law and not an alien will, even though it be that of the governing body for the time being of such municipality.

[*Ed. Note.*—For other cases, see Municipal Corporations, Cent. Dig., §§ 156, 157; Dec. Dig., § 64.*]

6. MUNICIPAL CORPORATIONS (§ 75*)—ACCEPTANCE OF MUNICIPAL CHARTER—REFERENDUM—CONSTITUTIONAL LAW.

The distinction observed between legislative acts requiring acceptance to become municipal charters (*i. e.*, referendum statutes) and those conferring legislative powers to be exercised (or not) by the local legislative bodies (*i. e.*, statutes delegating powers of local government); and the further distinction observed between the acceptance of referendum statutes by the people at the polls and the exercise of delegated power by the local legislative body.

[*Ed. Note.*—For other cases, see Municipal Corporations, Cent. Dig., §§ 179, 180; Dec. Dig., § 75.*]

7. CONSTITUTIONAL LAW (§ 63*)—LEGISLATIVE POWERS—DELEGATION OF POWERS.

A statute in the nature of a supplemental charter that is enacted to take effect upon its adoption by the governing body of a municipality is not a constitutionally enacted law.

[*Ed. Note.*—For other cases, see Constitutional Law, Cent. Dig., §§ 108-114; Dec. Dig., § 63.*]

8. CONSTITUTIONAL LAW (§ 63*)—CIVIL SERVICE LAW—
DELEGATION OF POWERS.

The so-called "civil service law" (P. L. 1908, p. 235), in so far as its operation is made to depend upon its adoption by the governing body of a municipality, is unconstitutional.

[*Ed. Note.*—For other cases, see Constitutional Law, Cent. Dig., §§ 108-114; Dec. Dig., § 63.*].

NOTE.—On the basis of this decision, sustaining the constitutionality of the act, but not its adoption by ordinance of the governing body of a municipality, the civil service law became operative on February 21st, in the county of Essex, and in the cities of Newark, Jersey City, Bayonne, New Brunswick and Rahway, and the village of South Orange.

The civil service law has since been adopted by referendum in the county of Essex and the cities of Newark and East Orange.







